

**CITY OF SUFFOLK, VIRGINIA**
**FISCAL YEAR 2010-11' OPERATING AND CAPITAL BUDGET**
**Personnel Summary**

	<b>2007-2008 Budget</b>	<b>2008-2009 Budget</b>	<b>2009-2010 Budget</b>	<b>2010-2011 Budget</b>
<b>General Fund:</b>				
General Government:				
City Council	9	10	10	10
City Manager	5	6	6	6
Budget & Strategic Planning	0	4	4	4
Asst City Manager - Development	2	0	0	0
Asst City Manager- Administration	6	0	0	0
City Attorney	9	9	9	9
Human Resources	8	8	8	9
Commissioner of Revenue	12	12	12	13
City Assessor	13	16	16	16
Treasurer	16	16	16	16
Finance - Administration and Accounti:	11	12	12	13
Purchasing	5	4	4	3
Registrar	2	2	2	2
Total General Government	98	99	99	101
Judicial:				
Circuit Court Judges	2	2	2	2
Circuit Court - Clerk's Office	14	14	14	14
Sheriff	25	25	25	25
Commonwealth Attorney	29	29	29	23
Total Judicial	70	70	70	64
Public Safety:				
Police				
Administration and Officers	206	207	207	211
Emergency Communications	26	28	28	28
Animal Shelter and Management	9	10	10	10
Community Development (Inspections)	27	27	27	27
Fire				
Fire and Rescue	197	222	222	227
Fire Prevention	3	5	5	0
Total Public Safety	468	499	499	503

# CITY OF SUFFOLK, VIRGINIA

## FISCAL YEAR 2010-11' OPERATING AND CAPITAL BUDGET

### Personnel Summary

	2007-2008 Budget	2008-2009 Budget	2009-2010 Budget	2010-2011 Budget
<b>Public Works:</b>				
Public Works				
Administration	6	5	5	4
Refuse Collection	46	45	44	42
General Services	27	18	4	4
Capital Programs & Facilities	3	6	21	23
Total Public Works	82	74	74	73
<b>Health and Welfare:</b>				
Social Services	102	104	104	104
Comprehensive Services Act	1	1	1	1
Total Health and Welfare	103	105	105	105
<b>Parks, Recreation and Cultural:</b>				
Parks and Recreation				
Administration	4	4	4	4
Support Services	4	4	4	5
Parks, Gateway and Facility Mainten	22	23	23	23
Recreation	12	18	18	18
Library	34	34	34	32
Total Parks, Recreation and Cultural	76	83	83	82
<b>Community Development:</b>				
Planning	16	16	16	16
Geographic Information System	3	5	5	0
Economic Development	8	6	5	5
Tourism	3	3	3	3
Media & Community Relations	5	6	6	7
Total Community Development	35	36	35	31
<b>Other Public Services:</b>				
Aviation Facilities	3	3	3	3
Total Other Public Services	3	3	3	3
<b>Total General Fund</b>	<b>935</b>	<b>969</b>	<b>968</b>	<b>962</b>
<b>Special Revenue Funds:</b>				
Transit	5	0	0	0
Road Maintenance				
Road Maintenance	94	95	96	98
Traffic Engineering	23	23	23	23
<b>Total Special Revenue Funds</b>	<b>122</b>	<b>118</b>	<b>119</b>	<b>121</b>

**CITY OF SUFFOLK, VIRGINIA****FISCAL YEAR 2010-11' OPERATING AND CAPITAL BUDGET****Personnel Summary**

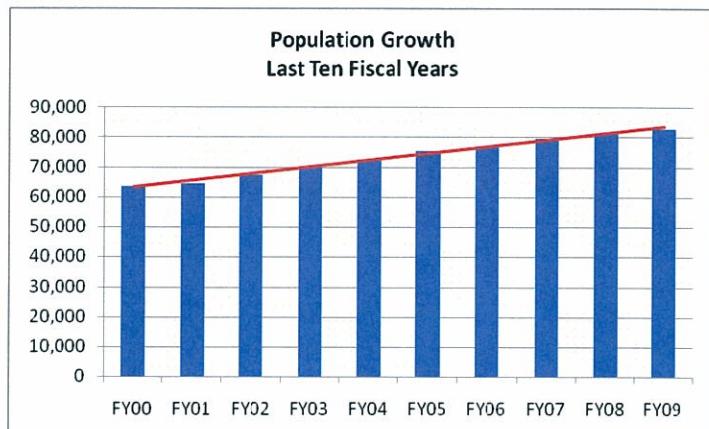
	<b>2007-2008 Budget</b>	<b>2008-2009 Budget</b>	<b>2009-2010 Budget</b>	<b>2010-2011 Budget</b>
<b>Enterprise Fund:</b>				
Public Utilities				
Administration	8	6	9	8
Customer Service	18	18	18	18
Line Maintenance	26	26	27	27
Maintenance	20	20	20	20
Water Production	29	29	29	29
Engineering	18	17	17	17
Stormwater Utility				
Engineering	28	27	27	28
Mosquito Control	7	7	7	7
<b>Total Enterprise Funds</b>	<b>154</b>	<b>150</b>	<b>154</b>	<b>154</b>
<b>Internal Service Funds:</b>				
Fleet Management	26	26	26	26
Information Technology	13	13	13	21
Risk Management	2	2	2	3
<b>Total Internal Service Funds</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>50</b>
<b>Total All Funds</b>	<b>1,252</b>	<b>1,278</b>	<b>1,282</b>	<b>1,287</b>

# City Demographics and Statistics

This section of the FY 2010-2011 Operating & Capital Budget provides a snapshot of key demographic and statistical data about the City of Suffolk. This information is used to analyze trends that may have an impact on resource allocation decisions and to ensure the City remains competitive with other jurisdictions in the Hampton Roads region.

## Population Growth

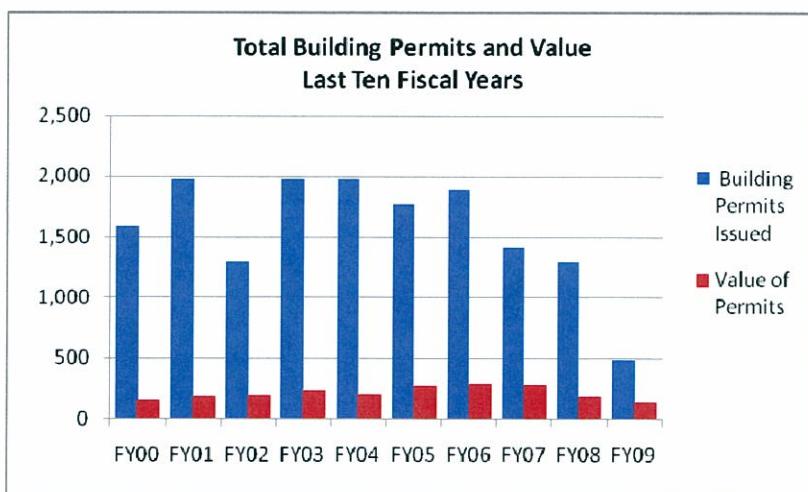
The City of Suffolk continues to be one of the fastest growing localities in the Commonwealth of Virginia. The City's population is currently estimated at 83,006 which represents a 30.4% increase over the last ten years. The City's population is projected to nearly double by the year 2030.



Source: Weldon Cooper Center for Public Service

## Building Permits

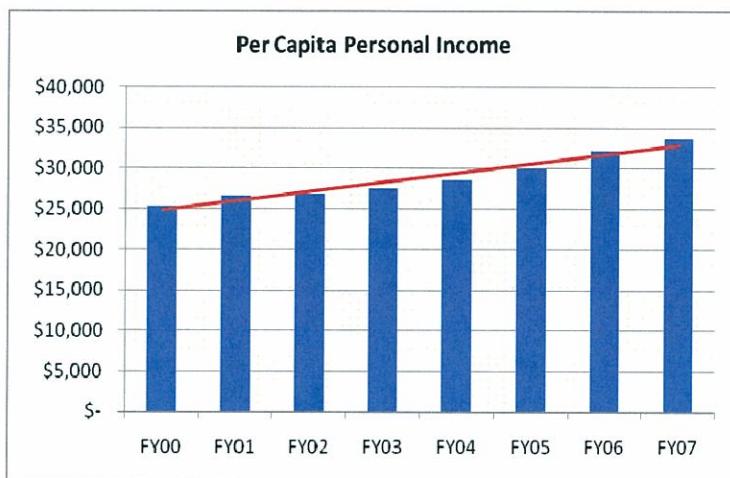
Since FY 2006, the number of building permits issued by the City has declined 74% from 1,886 permits in FY 2006 to 488 in FY 2009. Over the same time period, the value of building permits issued has also declined 54% from \$288.5M to \$134M. This clearly demonstrates the impact of the economic recession on commercial and residential construction. However, despite the decrease over the last three years, the City is well positioned to capture future growth. The City's abundance of land and close proximity to regional transportation routes and commercial and employment centers will continue to make Suffolk an attractive investment for new commercial and residential development in the Hampton Roads region.



Source: Comprehensive Annual Financial Report for FY 2009

## **Per Capita Personal Income**

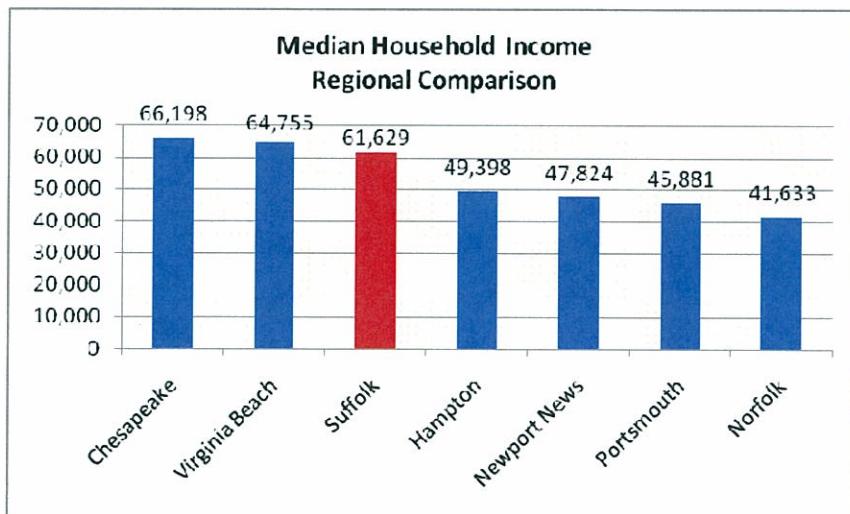
According to the most recent statistics available, Suffolk's per capita personal income is \$33,751. Per capita personal income is a measure of the total personal income of residents of an area divided by the population. Since 2000, the City's per capita personal income has increased 33.3%.



Source: Bureau of Economic Analysis

## **Median Household Income**

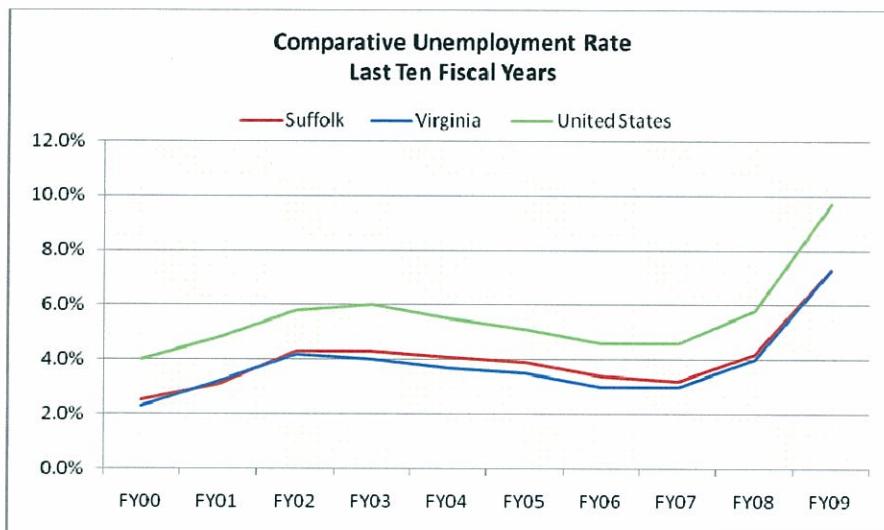
Median household income is another economic indicator that is commonly used to provide data about a geographic area. Median household income refers to the combination of two income earners within a household as opposed to per capita personal income. Suffolk's median household income is currently estimated at \$61,629. In comparison to other localities, Suffolk has the third highest median household income among the seven largest jurisdictions in the Hampton Roads region.



Source: U.S. Census Bureau, American Fact Finder, 2008 Estimate

## **Unemployment Rate**

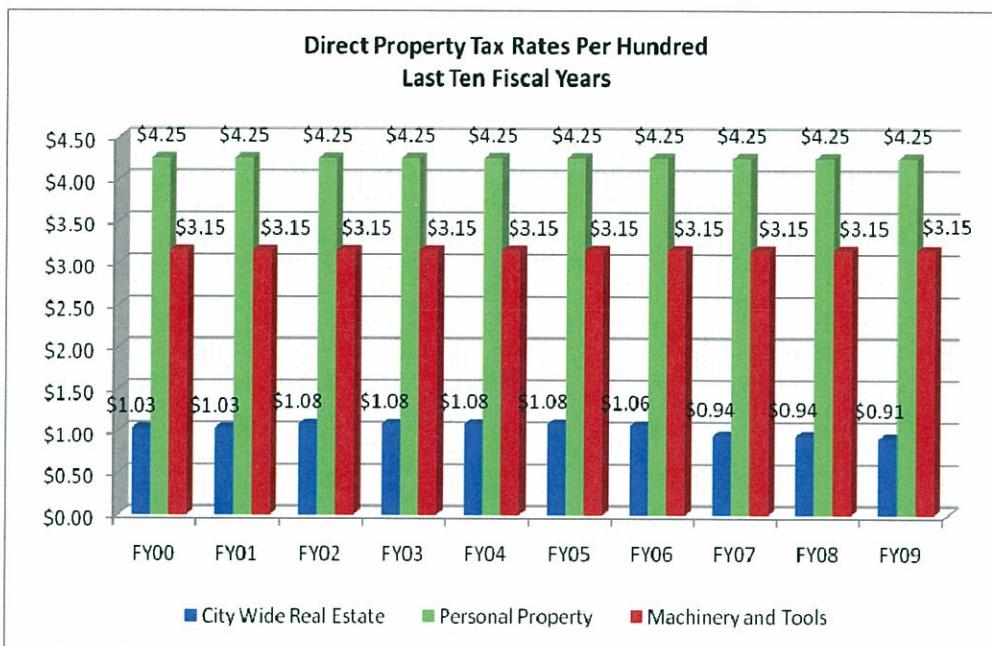
The City of Suffolk's average annual unemployment rate has ranged from a low of 2.5% to a high of 7.3% over the last 10 years. The average annual unemployment rate in Suffolk has remained below the national average and consistent with the state average. The increase in the unemployment rate beginning in FY 2008 demonstrates the impact of the economic recession on employment in Suffolk, the Commonwealth, and the Nation.



Source: Virginia Employment Commission

## **Direct Property Tax Rates**

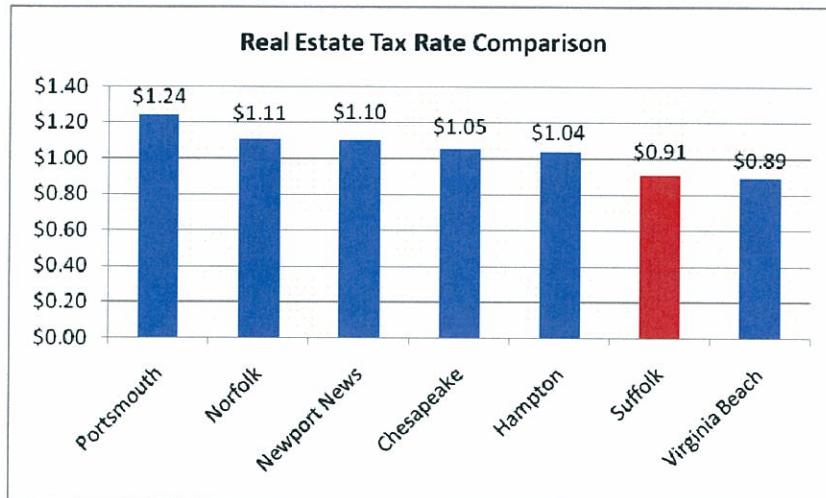
The graph below provides an overview of direct property tax rates in the City of Suffolk including citywide real estate, personal property, and machinery and tools taxes.



Source: Comprehensive Annual Financial Report for FY 2009

## **Real Estate Tax Rate**

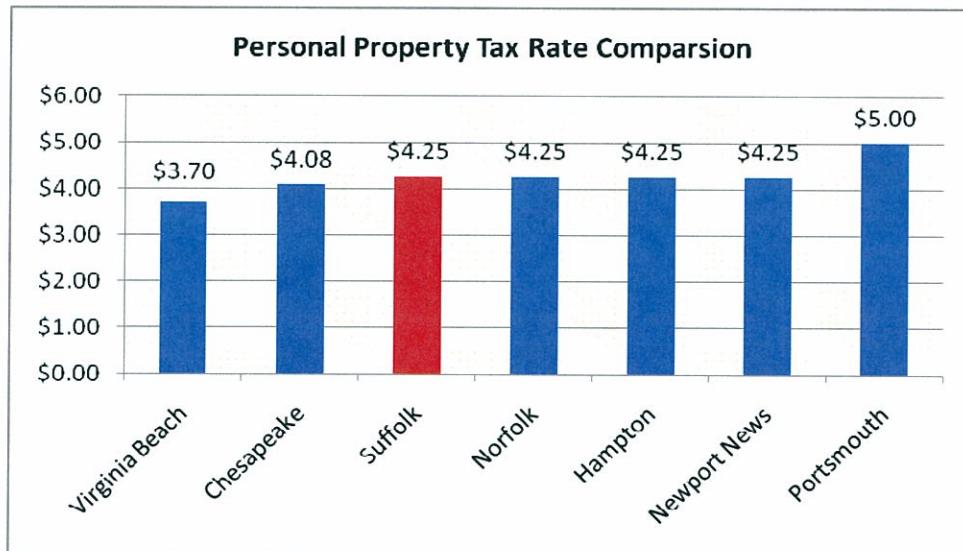
The citywide real estate tax rate is currently \$0.91 per \$100 of assessed value. Suffolk has the second lowest real estate tax rate among the major cities in Hampton Roads.



Source: City of Suffolk, Department of Budget and Strategic Planning

## **Personal Property Tax Rate**

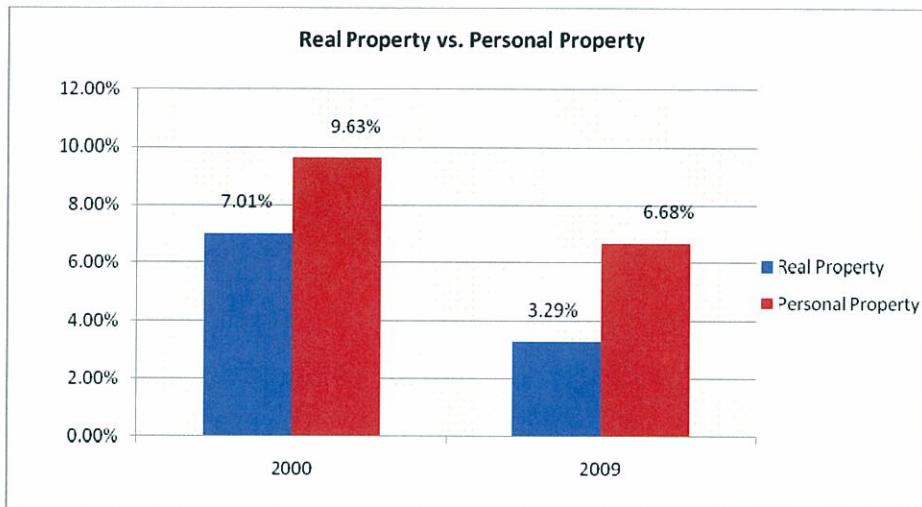
The personal property tax rate is currently \$4.25 per \$100 of assessed value. The City's personal property tax rate is consistent with other localities in the Hampton Roads region.



Source: City of Suffolk, Department of Budget and Strategic Planning

### **Real Property vs. Personal Property**

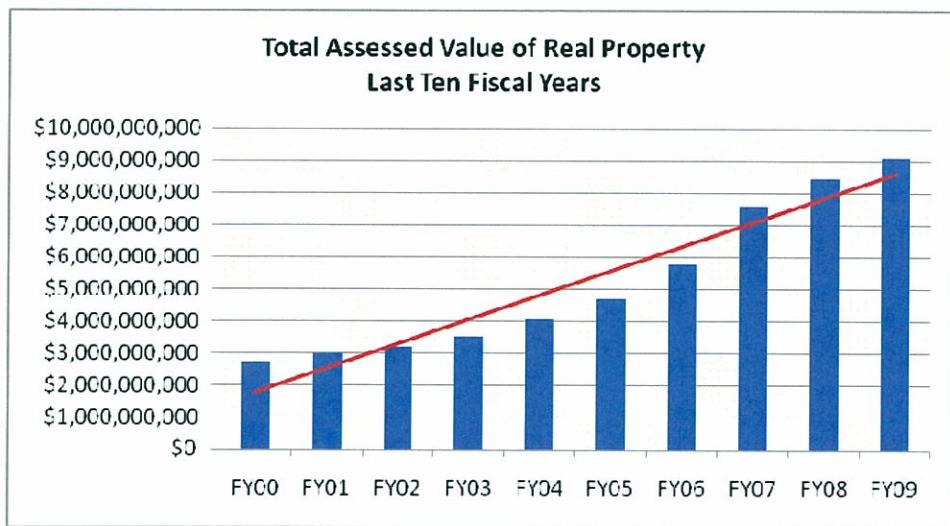
An examination of real property versus personal property as a percentage of total city taxable assessed value reveals that principal property taxpayers accounted for 7.01% (real property) and 9.63% (personal property) in 2000 compared to 3.29% (real property) and 6.68% (personal property) in 2009.



Source: Comprehensive Annual Financial Report for FY 2009

### **Real Property – Total Assessed Value**

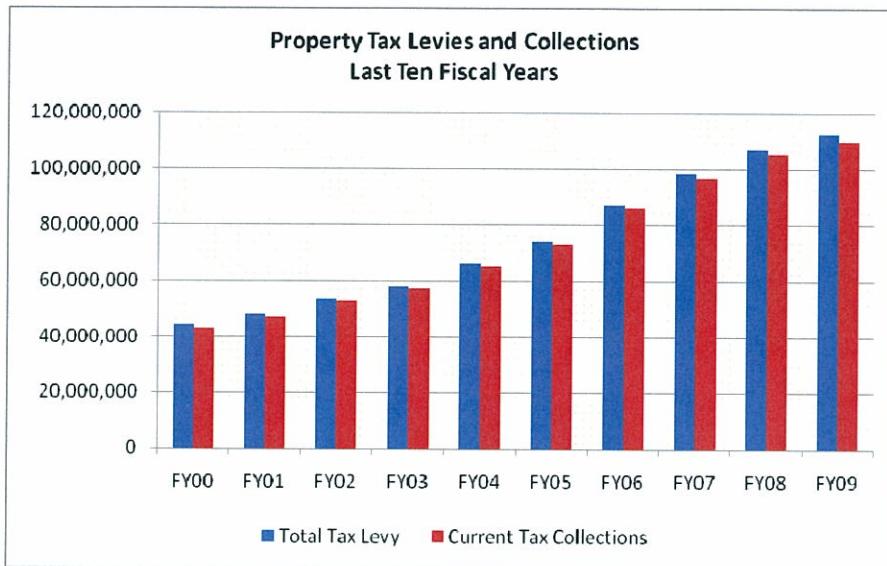
As commercial and residential growth have occurred throughout the City of Suffolk, the total assessed value of real property has increased from \$2.7B (FY 2000) to \$9.1B (FY 2009).



Source: City Assessor's Office

## **Property Tax Levies and Collections**

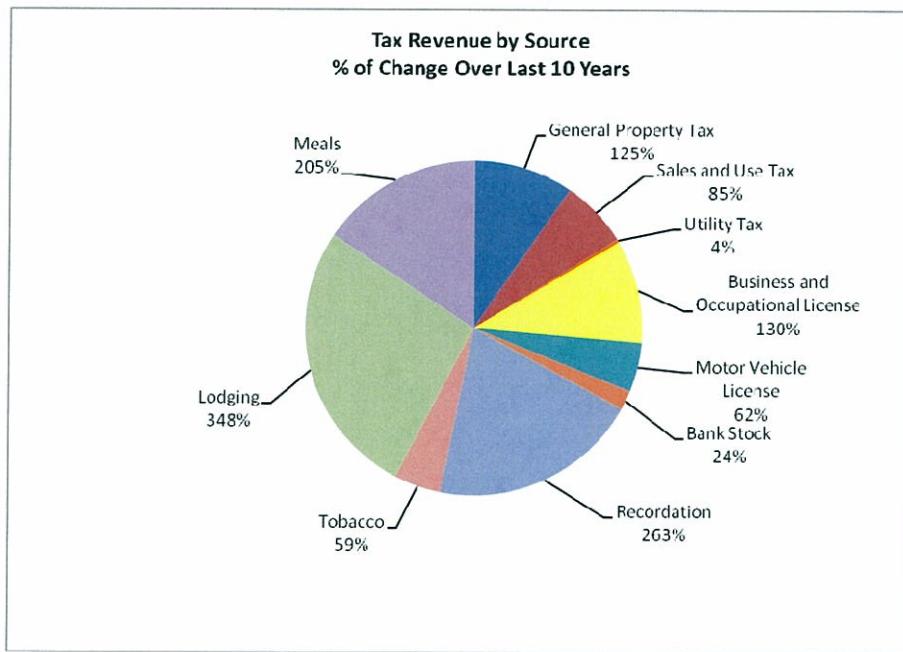
Over the last ten years, property tax collections as a percentage of taxes levied have remained consistently strong at approximately 98% each year.



Source: City Treasurer

## **Tax Revenue By Source**

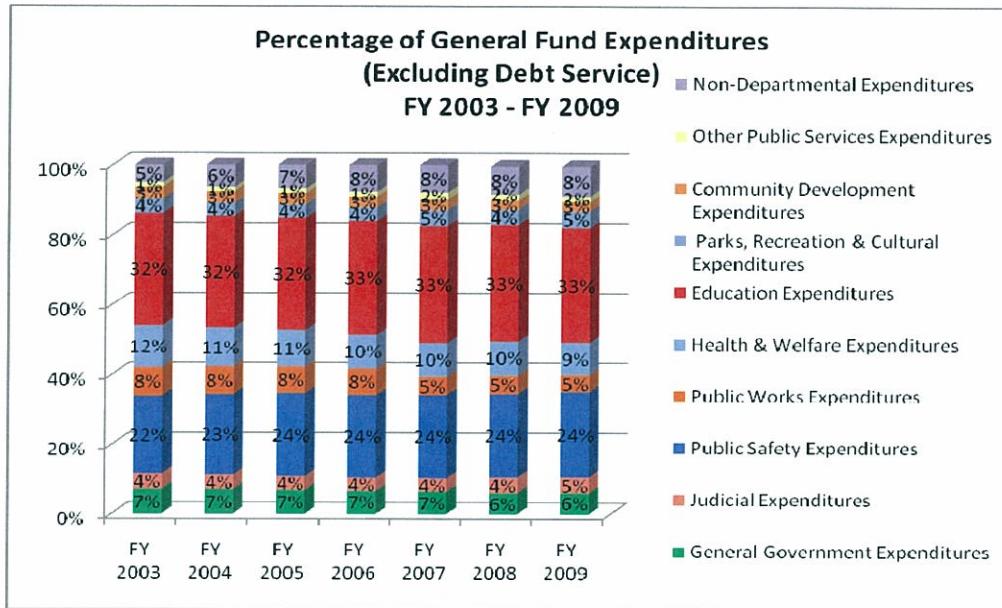
The chart below provides an overview of tax revenue by source and the percentage change over the last 10 years. The greatest percentage increase in tax revenue over the last 10 years has occurred in the following areas: Lodging (348%), Recordation (263%), Meals (205%), Business and Occupational License (130%), General Property (125%), and Sales and Use (85%).



Source: Comprehensive Annual Financial Report for FY 2009

## **General Fund Expenditure History**

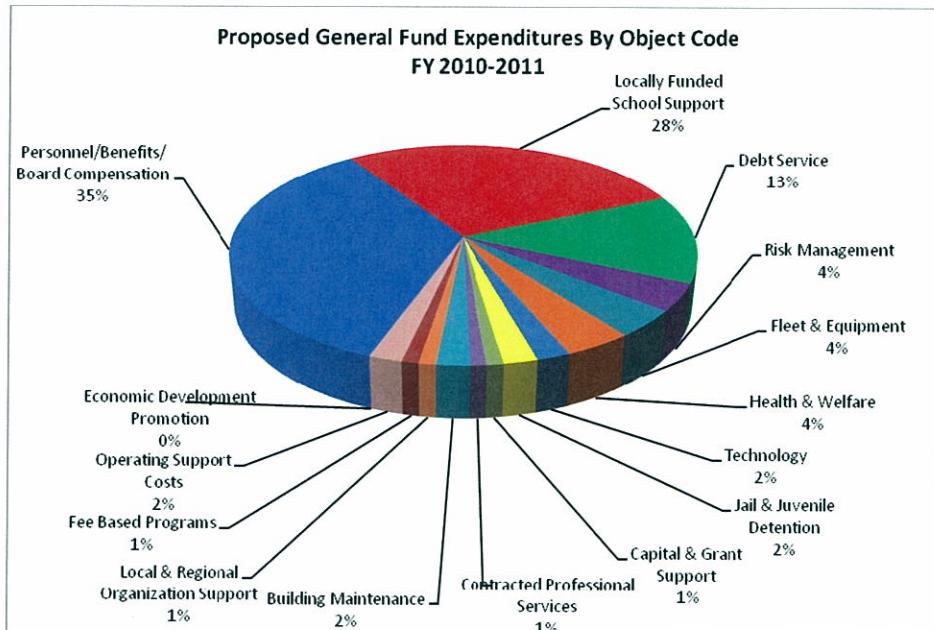
The chart below highlights expenditure areas expressed as a percentage of the overall General Fund from FY 2003 to FY 2009. As illustrated in the chart, the percentage of General Fund expenditures has not significantly changed in any one category over the last seven years.



Source: City of Suffolk, Department of Budget and Strategic Planning

## **Proposed General Fund Expenditures (FY 2010-2011)**

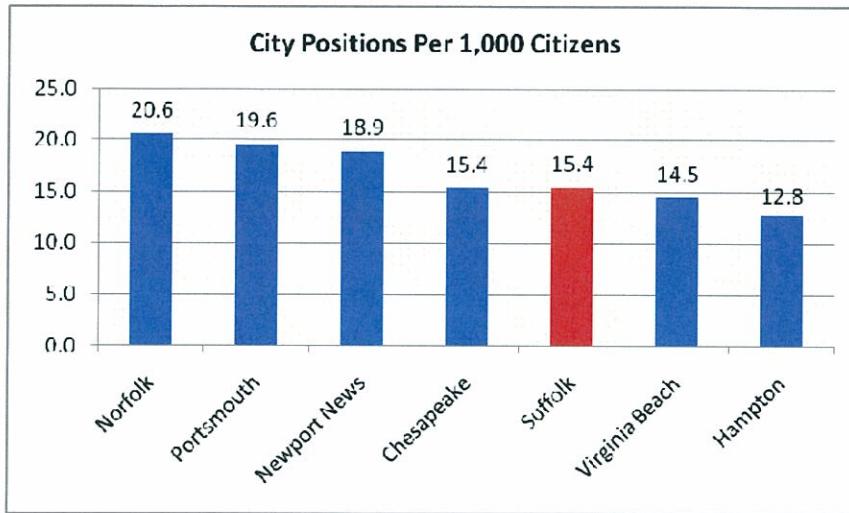
The pie chart below provides an overview of the proposed General Fund expenditures by object code for FY 2010-2011. Personnel, benefits, and board compensation (35%); locally funded school support (28%); and debt service (13%) represent over three quarters of the City's proposed General Fund expenditures in FY 2010-2011.



Source: City of Suffolk, Department of Budget and Strategic Planning

## **Size of City Government**

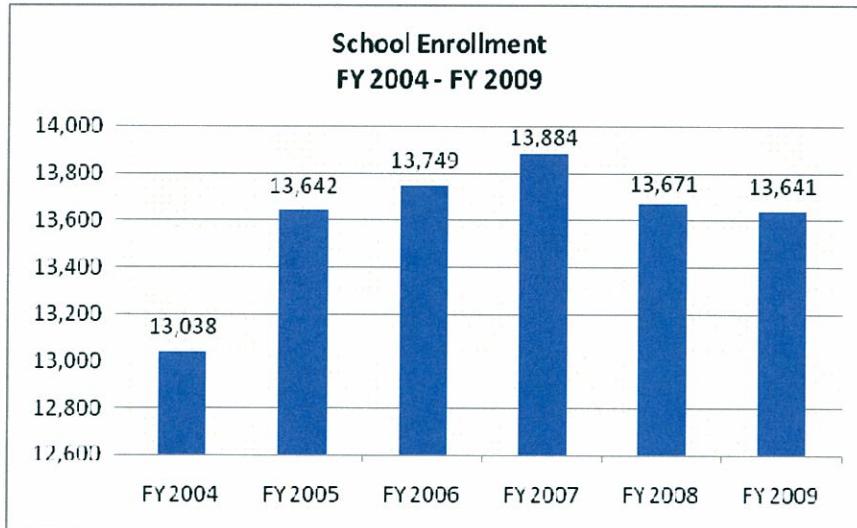
A widely recognized measure that is used to assess the size of local government is the number of positions per 1,000 population. As demonstrated in the chart below, the City of Suffolk has roughly 15.4 FTEs (Full Time Equivalents) per 1,000 citizens. Suffolk is tied with Chesapeake for the third lowest positions per 1,000 citizens among the seven largest cities in the Hampton Roads region.



Source: City of Suffolk, Department of Budget and Strategic Planning

## **School Enrollment**

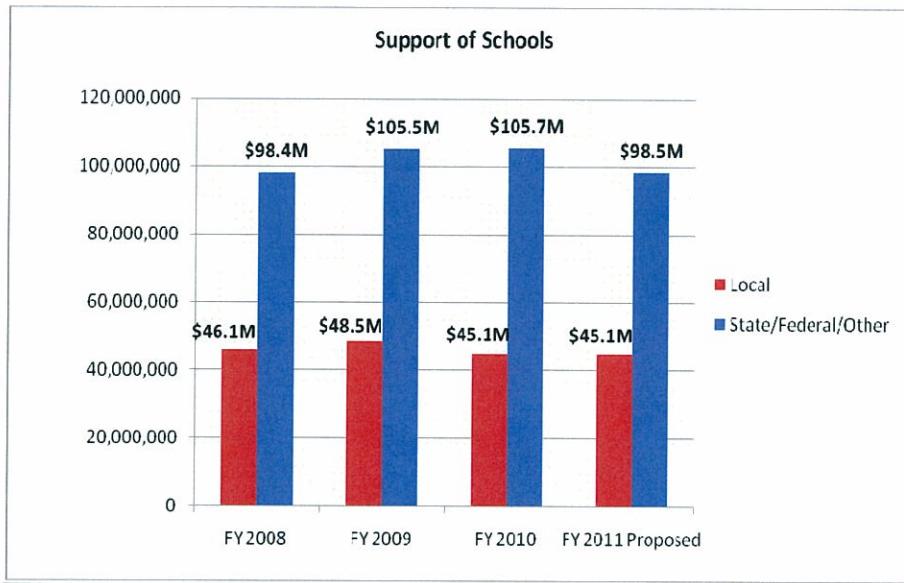
Since 2004, school enrollment in Suffolk Public Schools has increased 4.6%. The average daily membership has ranged from a low of 13,038 in FY 2004 to a high of 13,884 in FY 2007. In September 2008, the average daily membership was 13,641.



Source: Virginia Department of Education, Average Daily Membership, September 30 Membership

## **Support of Schools**

Funding to support the operation of the school division is provided from local, State, Federal, and other sources. Local funding for schools represents approximately 30% of total schools funding.



Source: City of Suffolk, Department of Budget and Strategic Planning

## **School Accreditation**

Suffolk Public Schools has achieved 100% accreditation in all 21 of its public schools including 3 high schools, 4 middle schools, and 14 elementary schools.

School	Fully Accredited
Booker T. Washington Elementary	✓
Creekside Elementary	✓
Driver Elementary	✓
Elephant's Fork Elementary	✓
Florence Bowser Elementary	✓
Hillpoint Elementary	✓
Kilby Shores Elementary	✓
Mack Benn Jr. Elementary	✓
Mount Zion Elementary	✓
Nansemond Parkway Elementary	✓
Northern Shores Elementary	✓
Oakland Elementary	✓
Robertson Elementary	✓
Southwestern Elementary	✓
Forest Glen Middle	✓
John F. Kennedy Middle	✓
John Yeates Middle	✓
King's Fork Middle	✓
King's Fork High	✓
Lakeland High	✓
Nansemond River High	✓

Source: Virginia Department of Education

**City of Suffolk**  
**Proposed FY 10-11' Operating and Capital Budget**

**Summary of Reserves and Designated Funds As of January 31, 2010**

**General Fund:**

Capital Projects Reserve	\$	6,524,831
Clerk of Circuit Court Technology Trust Fund Designation		67,835
Commonwealth Attorney - Asset Forfeiture Designation		104,452
Asset Forfeiture Designation		144,133
Property Seizures Designation		137,155
Employee Vending Proceeds Designation		14,675
Dare Program Designation		7,400
Four for Life Designation		140,530
Fire Program Designation		564,502
Parks & Recreation - TGIF		12,140
Project Life Saver Designation		206
Public Works Sinking Fund - Refuse Designation		15,688
Library Contributions Designation		-
Social Services McKinney Vento Designation		18,000
Social Services Revenue Maximization Designation		189,075
Economic Development Incentive Program Designation		2,027,219
	<b>\$</b>	<b>9,967,842</b>

**Public Utility Fund:**

08B VRA Capitalized Interest Reserve1	1,143,998
09 GO-PU Capitalized Interest Reserve1	1,525,006
	<b>\$ 2,669,004</b>

**Note:**

- Balances are as of February 11, 2010 and represent the amount needed for the interest payments.  
\$2,287,976 is budgeted in FY10 for the 08B VRA capitalized interest payments.

## **Summary of Financial and Budget Policy Compliance**

The City of Suffolk has established financial policies to ensure prudent financial practices and accountability of public funds managed by the City. The financial policies include guidelines for Revenues, Budget, Capital Improvements Planning, and Debt. A Finance Committee created by the Suffolk City Council meets on a regular basis to review and monitor compliance. As demonstrated in the attached copy of the City's financial policies and compliance summary, the City of Suffolk is achieving compliance with its financial policies. Highlights of each major compliance area include:

### **Revenues**

- ✓ City fees and charges have been reviewed and updated in the FY 11 Operating and Capital Budget.
- ✓ Revenue collections are strong with collection rates between 96% to 99%.

### **Budget**

- ✓ The FY 11 Operating and Capital Budget is balanced with current revenues supporting all current expenditures.
- ✓ A five year projection of revenues and expenditures is included in the FY 11 Operating and Capital Budget.
- ✓ The City has met the Undesignated General Fund balance policy goal of 12% of Governmental Fund Expenditures. The City's Undesignated General Fund balance is 13.1% of Governmental Fund Expenditures.
- ✓ The projected balance in the Risk Fund is anticipated to be sufficient to provide the required support in the FY 11 Operating and Capital Budget.

### **Capital Improvements Planning**

- ✓ A 10 year Capital Improvements Plan has been prepared and adopted for use in the FY 11 budget year.
- ✓ The FY 11 Operating and Capital Budget includes 1.41% of General Fund departmental expenditures in cash funding in accordance with the five year FY 2012 escalation plan to achieve a 3% pay-as-you-go capital funding level.

### **Debt**

- ✓ Debt as a percentage of assessed value is 2.09% for FY 11, below the 4% policy ceiling.
- ✓ Debt as a percentage of general government expenditures is 9.33% for FY 11, below the 10% policy ceiling.

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# CITY OF SUFFOLK



## Financial Policies

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Adopted: December 5, 2007

Revised: January 6, 2010

***FY 11' Budget Status: Responses where appropriate for all compliance requirements for FY 11' are denoted in red.***

**CITY OF SUFFOLK, VIRGINIA  
FINANCIAL POLICIES**

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## **POLICY PURPOSE**

The City of Suffolk (the “City”) and its governing body, the City Council (the “Council”), is responsible to the City's citizens to carefully account for all public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of facilities. The following financial policies and guidelines establish the framework for the City’s overall fiscal planning and management.

### **1.01 Policy Goals**

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practices of the City. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the City's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the City rather than single issue areas,
- Promotes the view of linking long term financial planning with day to day operations, and
- Provides the Council and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

### **1.02 Policy Implementation and Coordination**

The City has established a Finance Committee that meets approximately monthly to collectively review financial matters of the City, including the monitoring of financial activity cash and investment management, and compliance with certain policies outlined herein. Members of the Finance Committee include those individuals stipulated by ordinance adopted by City Council.

### **1.03 Review and Revision**

These polices will be reviewed for appropriateness and comparability with AAA rated jurisdictions every three years or more frequently if a need for review is identified.

**CITY OF SUFFOLK, VIRGINIA  
FINANCIAL POLICIES**

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## REVENUES

### **2.01 Revenue Diversification**

The City will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services.

Current revenues will fund current expenditures and a diversified and stable revenue system will be maintained to protect programs.

***FY 11' Budget Status:*** *Local revenues are diversified and are projected at level receipt of FY 10'. Major revenue sources that are projected to experience significant changes from the prior year include: Real Estate (2% projected loss of \$1.5M), State Categorical Aid (projected loss of \$1,026,336), Personal Property (9% projected gain of \$1.2M) and an EMS Fee Adjustment to the Medicare approved rate (\$940,000 projected gain).*

### **2.02 Fees and Charges**

All fees established by the City for licenses, permits, fines, services, applications and other miscellaneous charges shall be set to recover all or a portion of the City's expense in providing the attendant service. These fees shall be reviewed annually with the development of the annual operating budget.

***FY 11' Budget Status:*** *All city fees and charges are reviewed annually with revisions provided to recoup a fair portion of the City's expenses associated with the service provision. There are no significant fee additions for FY 11'. A recommended increase has been proposed for EMS billing to provide rates within the recommended Medicare rates.*

### **2.03 Revenue Collections**

The City will strive to achieve an overall property tax collection rate of 100%.

***FY 11' Budget Status:*** *The City continues to maintain strong local collection rates ranging from 96% to 99% for local taxes and fees with collection rates documented annually in the Comprehensive Annual Financial Report.*

### **2.04 Use of Fund Balance**

The City's General Fund equity balance will be utilized to provide sufficient working capital in anticipation of current budgeted revenues and to finance unforeseen emergencies without borrowing. The General Fund equity of the City (Undesignated Fund Balance) will not be used to finance current operations.

***FY 11' Budget Status:*** *The City budget has been balanced with current General Fund revenues supporting all current General Fund expenditures for FY 11'. A premium credit has been provided of \$3M from the City's Risk Fund from prior year excess premiums collected beyond claims*

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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*experienced. Additionally, the residual balance of excess contributions to the Debt Fund of \$344,000 has been provided as a credit to the General Fund for debt expenses in FY 11'.*

### **2.05 Restricted Revenue**

Restricted revenue (such as Medicaid or Asset Forfeiture funds) shall only be used for the purpose intended and in a fiscally responsible manner.

***FY 11' Budget Status:** The City budget utilizes restricted revenues strictly for the designated purpose and restricts all unspent balances available at year end for carryover to the following fiscal year for continued identified spending purposes.*

## BUDGET

### **3.01 Balanced Budget**

The provisions of the Code of Virginia shall control the preparation, consideration, adoption and execution of the budget of the City. In addition, the City Charter requires the budget to be balanced with planned expenditures equal to estimated revenues.

The City will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget shall control the levy of taxes and the expenditure of money for all City purposes during the ensuing fiscal year. The City budget shall be balanced within all available operating revenues, including the fund balance, and adopted by the City Council.

***FY 11' Budget Status:** The FY 11' budget is balanced for all funds operated by the City denoting appropriate tax rates where applicable to sustain operations. Budget and tax rate ordinances have been appropriately prepared authorizing the appropriation of all required funds.*

### **3.02 Use of Current Revenues to Support Current Expenditures**

Ongoing and stable revenues will be used to support ongoing operating costs.

***FY 11' Budget Status:** The budget is dependent on stable revenues and conservative revenue estimates to support operations.*

### **3.03 Use of One-time Revenue and One-time Expenditure Savings**

The use of one-time revenues and one-time expenditure savings (excess cash balances) will be used for non-recurring expenditures.

***FY 11' Budget Status:** All one time revenues are designated to support one-time expenditures. In FY 11', the City will utilize the following credits to support one-time expenditures: \$344,000 from the Debt Fund Balance as a credit to the General Fund in support of annual debt payments that are*

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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*projected to decline \$612,336 in FY 12'. \$3,000,000 credit derived from excess contributions to the Risk Fund in the prior fiscal year to support the non-mandated annual OPEB retiree contribution.*

### **3.04 Review of Fees and Charges**

Fees established by the City for licenses, permits, fines, services, applications and other miscellaneous charges shall be set to recover all or a portion of the City's expense in providing the attendant service and reviewed annually with the development of the annual operating budget.

**FY 11' Budget Status:** *All city fees and charges are reviewed annually with revisions provided to recoup a fair portion of the City's expenses associated with the service provision.*

### **3.05 Revenue and Expenditure Projections**

The City will prepare and annually update a long range (5 year) financial forecast model utilizing trend indicators and projections of annual operating revenues, expenditures, capital improvements and related debt service and operating costs, and fund balance levels.

**FY 11' Budget Status:** *A 5 year projection of revenues and expenditures has been prepared based on conservative assumptions, planned capital improvements and related debt service and operating costs noting projected fund balance levels and required real estate tax rate adjustments. This report is provided as an appendix to the budget.*

### **3.06 Budget Performance Monitoring**

The Budget Department will maintain ongoing contact with the departmental fiscal officers during the process of the budget execution. Expenditure and revenue projections will be developed quarterly and reviewed with Departmental Directors, the Finance Committee of the City Council, the City Manager, and the City Council. The City Manager through the Budget and Finance Departments will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget.

**FY 11' Budget Status:** *Quarterly revenue and expenditure projections have been provided beginning with FY 08' to Departmental Directors, the Finance Committee, the City Manager, and City Council noting positive results for all funds. All required budget adjustments have been reviewed and approved by the City Manager or designee to comply with budget requirements.*

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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### **3.07 Maintenance of Capital Assets**

The budget should provide sufficient funds for regular repair and maintenance of capital assets.

***FY 11' Budget Status:*** *The operating and capital budget provides adequate repair and maintenance funds to support City capital assets.*

### **3.08 Fund Balance Levels**

The City will employ sound financial management principles to include the establishment of an undesignated fund balance sufficient to maintain required working capital and provide a reserve for unanticipated expenditures or emergencies, revenue shortfalls, and other non-recurring uses.

The ratio of Undesignated General Fund balance as a percentage of Budgeted Governmental Funds Expenditures (net of the General Fund Contribution to Schools, transfer to other Governmental Funds, and Capital Projects Fund Expenditures) plus budgeted expenditures in the School Operating and Food Service Funds indicates the ability of the City to cope with unexpected financial problems or emergencies. The larger the Undesignated General Fund balance, the greater the City's ability to cope with financial emergencies and fluctuations in revenue cycles. The City has established a target rate of 12% at the close of each fiscal year as computed on the upcoming budget year.

Once the undesignated general fund balance target is achieved by the City, it is intended to be maintained for the upcoming fiscal year from prior year surpluses and budgeted additions as available before any other needs are addressed. In the event Undesignated Fund Balance is required to be drawn below the 12% target rate due to an emergency (such as a natural disaster) or due to severe economic circumstances, the City will develop a plan to restore the Undesignated Fund Balance over the ensuing two to three years.

Compliance with fund balance policy will be reviewed and reported to City Council at least annually in conjunction with the development of the operating budget and with any significant budget amendments made during the fiscal year.

***FY 11' Budget Status:*** *The FY 10' undesignated General Fund balance is projected to exceed the targeted 12% by the close of the fiscal year at 13.1%.*

### **3.09 Self-Insurance Rate Stabilization Fund**

The City will strive to maintain a rate stabilization fund for its insured risks in an amount equal to 20% of anticipated annual premium costs. This rate stabilization fund may be reduced or increased by management based on professional judgment and anticipated claims cost estimates.

***FY 11' Budget Status:*** *The projected balance in the Risk Fund at June 30, 2010 is anticipated to be sufficient to provide the required \$2,000,000 in rate stabilization funds to support the FY 11' budget.*

**CITY OF SUFFOLK, VIRGINIA  
FINANCIAL POLICIES**

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## **CAPITAL IMPROVEMENTS PLANNING**

### **4.01 Capital Improvement Program**

In order to prepare and plan for upcoming capital needs, comply with debt ratio targets, schedule debt issuance, and systematically improve capital infrastructure, the City will annually prepare and adopt a minimum five-year Capital Improvement Plan.

The adopted Capital Improvement Plan will include major capital improvements and identify estimated revenue sources and annual operational costs for facilities to include anticipated debt service requirements.

Capital improvements do not include routine maintenance on existing capital assets.

***FY 11' Budget Status:** A 10 year Capital Improvements Plan is prepared and updated annually providing 5 years of detailed projects, revenue sources, debt requirements and annual operating costs. This plan is prepared by the City Manager and reviewed by a committee to include members of the Planning Commission and the City's elected Finance Committee members. The Plan is reviewed, edited, and recommended by the Planning Commission to the City Council who in turn, reviews, edits and adopts the Plan for consideration of year one projects in the upcoming budget proposal. A current CIP was adopted by Council in February 2010 for use in the FY 11' budget.*

### **4.02 Pay-As-You-Go Capital Improvement Funding**

The City will develop an escalation plan to accomplish an annual allocation of an amount equal to 3% of the General Fund departmental expenditures (excluding transfers out, grants, fund balance and reserve allocations, debt service, and respective flow-through expenditures) to pay-as-you-go-capital improvements annually.

The escalation plan will begin with the FY 08 adopted budget and shall be increased annually for the ensuing five (5) year period until the 3% target is achieved.

***FY 11' Budget Status:** The budget includes \$1,616,420 in cash funded projects or 1.41% of General Fund departmental expenditures for FY 11'. This represents an increase of \$116,420 over the prior year furthering projected policy compliance of 3% by FY 2012.*

## **CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES**

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### **DEBT**

The City Council generally follows the guidelines listed below in making financial decisions on debt issuance. Adherence to these guidelines allows the City to plan for the necessary financing of capital projects while maintaining credit worthiness. In addition, continued adherence to these policies will ensure the City's strong financial position.

The City shall use an objective analytical approach to determine whether it can afford new or additional general purpose debt. This process shall use the City's standards of affordability. These standards include the measures of debt service payments as a percent of current expenditures and debt as a percent of taxable real estate value.

#### **5.01 Revenue Anticipation Notes (RANS)**

The City does not intend to issue tax or revenue anticipation notes (RANS) to fund government operations but rather to manage cash in a fashion that will prevent any borrowing to meet working capital needs.

The City may issue RANS in an extreme emergency beyond the City's control or ability to forecast when the revenue source will be received subsequent to the timing of funds needed. Such issuances will be for a period not to exceed a one year period.

#### **5.02 Bond Anticipation Notes (BANS)**

The City may issue Bond Anticipation Notes (BANS) in expectation of General Obligation or Revenue Bonds when cash is required in order to initiate or continue a capital project or when long-term markets do not appear appropriate but have a clear potential for improvement within the designated BAN time frame.

The City will not issue Bond Anticipation Notes (BANS) for a period beyond two years. If the City issues a bond anticipation note for a capital project, the BAN will be converted to a long-term bond or redeemed at its expiration.

#### **5.03 Letters of Credit**

The City may enter into a letter-of-credit (LOC) agreement when such an agreement is deemed prudent and advantageous. The City will prepare and distribute a request for proposals to qualified banks which includes terms and conditions that are acceptable to the City.

#### **5.04 Lease Purchase Obligations**

Lease purchase and master lease obligations, including certificates of participation or lease revenue bonds, shall be considered as an alternative to long-term vendor leases. Such debt shall be subject to annual appropriation.

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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### **5.05 Public Private Partnerships**

The City recognizes the value of developing public-private partnerships. As such, public-private partnerships financings that require the City to provide capital or credit enhancement to a project will be considered in light of the following:

- The project is multi-faceted requiring coordinated and/or accelerated development;
- The project is non-traditional with mixed use of public and private components;
- The project calls for the bundling of design, construction and operation phases; or
- There is an urgent need to construct multiple facilities or other public infrastructure simultaneously to keep pace with a rapidly growing population.
- The project has undergone a rigorous cost-benefit analysis by City Staff (or agents employed by the City for such purpose). If the project ultimately requires City credit enhancement, such obligations will be treated as if debt by the City.

### **5.06 Compliance with Legal Requirements**

Pursuant to the Constitution of Virginia (the Constitution), the City is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. There is no requirement in the Constitution, the Virginia Code or the City Charter that the issuance of general obligation bonds be subject to the approval of voters of the City at referendum. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property. The City's Charter further limits the issuance of general obligation bonds to seven percent (7%) of the assessed value of taxable property.

### **5.07 Debt Ratio Policies**

	<u>Ceiling</u>	<u>FY 11' Status</u>
<b>Debt as a Percentage of Assessed Value</b> This ratio indicates the relationship between the City's debt and the total taxable value of real and personal property in the City. It is an important indicator of the City's ability to repay debt, because property taxes are the source of the City's revenues used to repay debt. A small ratio is an indication that the City will be better able to withstand possible future economic downturns and continue to meet its debt obligations.	4%	<b>2.09%</b>
<b>Debt as a Percentage of General Government Expenditures</b> This ratio is a measure of the City's ability to repay debt without hampering other City services. A smaller ratio indicates a lesser burden on the City's operating budget. The numerator shall include debt that is not self-supporting from a user fee revenue stream. A self-supporting revenue stream is defined as a revenue stream	10%	<b>9.33%</b>

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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that provides coverage of all debt service obligations without general fund support (to include tax assessment districts and funds supported by committed state revenues in support of such debt). Any long term financing lease obligations which may be subject to annual appropriation by the City will also be included in the calculations of tax-supported debt service. General governmental expenditures are expenditures reported in the City's governmental funds (excluding the General Fund Contribution to Schools and the Capital Projects Fund) and expenditures reported in the School Operating and Food Service Funds.

Compliance with the above debt policy ratios will be calculated each fiscal year in conjunction with the budget development process and provided to Council with the proposed annual budget.

### **5.08 Long Term Debt Policy**

The City will use debt financing for capital improvement projects and unusual equipment purchases under the following circumstances:

- A. When the project is included in the City's capital improvement program and/or is generally in conformance with the City's Comprehensive Plan.
- B. When the project is not included in the City's Capital Improvement Program, but it is an emerging critical need whose timing was not anticipated in the Capital Improvement Program, or it is a project mandated immediately by state or federal requirements.
- C. When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.
- D. When there are designated revenues sufficient to service the debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

The following criteria will be used to evaluate funding options for capital improvements:

- A. Factors that favor pay-as-you-go:
  1. Current revenues and adequate fund balances are available.
  2. Project phasing is feasible.
  3. Debt levels would adversely affect the City's credit rating.
  4. Financial market conditions are unstable or present difficulties in marketing the sale of long-term financing investments.
- B. Factors that favor long-term financing:
  1. Revenues available for debt service are considered sufficient and reliable so that long-term financing can be marketed with the highest possible credit rating.
  2. The project for which financing is being considered is of the type that will allow the City to maintain the highest possible credit rating.
  3. Market conditions present favorable interest rates and demand for municipal financings.

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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4. A project is mandated by state or federal requirements and current revenues and fund balances are insufficient to pay project costs.
5. A project is immediately required to meet or relieve capacity needs.

There are many different types of long-term debt instruments available. Depending on the specific circumstances, the City will consider using the following types of financing instruments:

- General Obligation Bonds
- General Obligation Bonds sold to Virginia Public School Authority for School Capital Projects
- Revenue Bonds
- Certificates of Participation
- Lease Revenue Bonds
- Selected State Pooled-Borrowing Programs for Utility Revenue Bonds, Including Those of the Virginia Resources Authority.

### **5.09 Bond Structure**

The City shall establish all terms and conditions relating to the issuance of bonds, and will invest all bond proceeds pursuant to the terms of the City's Investment Policy. Unless otherwise authorized by the City, the following shall serve as bond requirements:

1. **Term.** All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event will the term exceed thirty (30) years.
2. **Capitalized Interest.** From time to time certain financings may require the use of capitalized interest from the issuance date until the City has beneficial use and/or occupancy of the financed project. Interest shall not be funded (capitalized) beyond three years or a shorter period if further restricted by law. Interest earnings may, at the City's discretion, be applied to extend the term of capitalized interest but in no event beyond the term allowed by law.
3. **Debt Service Structure.** Debt issuance shall be planned to achieve relatively equal payment of principal (declining debt service) while matching debt service to the useful life of facilities. The City shall avoid the use of bullet or balloon maturities except in those instances where these maturities serve to make existing overall debt service level. The City may elect a less rapid or other debt service structure, such as level debt service at its discretion.
4. **Call Provisions.** In general, the City's debt will include an early redemption (or "call") feature, which is no later than 10 years from the date of delivery of the bonds. The City will avoid the sale of non-callable bonds absent careful, documented evaluation by the City in conjunction with its financial advisor with respect to the value of the call option.
5. **Original Issue Discount.** An original issue discount will be permitted if the City determines that such discount results in a lower true interest cost on the bonds and that the use of an original issue discount will not adversely affect the project funding.
6. **Deep Discount Bonds.** Deep discount bonds may provide a lower cost of borrowing in certain markets. The City will carefully consider their value and effect on any future

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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refinancings as a result of the lower-than-market coupon associated with deep discount bonds.

7. **Derivative Structures.** Alternative, non-traditional financing structures such as derivatives are becoming more common in the municipal market. Structured properly these products frequently provide a means for the City to achieve its goals in a cost effective manner.

The City will consider the use of derivatives as a hedge against future interest rate risk or to create “synthetic” fixed rate or variable rate debt, when appropriate. The City will not use derivative structures for speculative or investment purposes. The City will consider the use of derivative structures when it is able to gain a comparative borrowing advantage, and is able to quantify and understand potential risks. Prior to the use of such structures, the City will consider the adoption of a comprehensive Swap and Derivative Management Plan that is consistent and does not conflict in principle with this governing policy. Prior to use of a derivative structure, the City will provide written communication to City Council describing potential risks associated with each proposed derivative structure.

### **5.10 Variable Rate Debt**

To maintain a predictable debt service burden, the City may give preference to debt that carries a fixed interest rate. The City, however, may consider variable rate debt. The percentage of variable rate debt outstanding (excluding debt which has been converted to synthetic fixed rate debt) shall not exceed 20% of the City’s total outstanding debt and will take into consideration the amount and investment strategy of the City’s operating cash. The City will consider issuing variable rate debt to:

- a) Match Asset and Liabilities: By issuing variable rate debt the City matches variable interest rates to its short-term investment assets.
- b) Potentially Lower Debt Service Costs: Historically variable interest rates are less than fixed rate cost of capital.
- c) Add Flexibility and Diversity to the City’s Debt Structure: Variable rate bonds are traditionally callable every 30 days and can generally be refunded on a fixed rate basis to take advantage of low fixed rates and open up variable rate capacity for higher rate environments.

In determining its use of variable rate debt, the City will utilize an analysis from the City’s Financial Advisor evaluating and quantifying the risks and returns involved in the variable rate financing.

### **5.11 Refinanced Outstanding Debt**

The Director of Finance with assistance from the City’s Financial Advisor will have the responsibility to analyze outstanding bond issues for refunding opportunities. The City will consider the following issues when analyzing possible refunding opportunities:

1. **Refunding Policy.** The City establishes a minimum aggregate present value savings threshold of 3% of the refunding bond principal amount. The present value savings will be

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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net of all costs related to the refinancing. Debt service savings may be taken in equal amounts over time or on an upfront or deferred basis, at the City's discretion.

2. **Restructuring.** The City will refund debt when it is in the best financial interest of the City to do so. Such refundings will be limited to restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments release reserve funds or remove unduly restrictive bond covenants.
3. **Term of Refunding Issues.** The City will refund bonds within the term of the originally issued debt. However, the City may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
4. **Escrow Structuring.** The City shall utilize the least costly securities available in structuring refunding escrows. A certificate will be provided by a third party agent stating that the securities were procured through an arms-length, competitive bid process (in the case of open market securities), and that the price paid for the securities was reasonable within Federal guidelines. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the City from its own account.
5. **Arbitrage.** The City shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refundings. Any resulting positive arbitrage will be rebated as necessary according to Federal guidelines.

### **5.12 Methods of Issuance**

The City will determine the method of issuance on a case-by-case basis.

1. **Competitive Sale.** In a competitive sale, the City's bonds shall be awarded to the bidder providing the lowest true interest cost as long as the bid adheres to the requirements set forth in the official note of sale.
2. **Negotiated Sale.** The City recognizes that some securities are best sold through negotiation. In its consideration of a negotiated sale, the City shall assess the following circumstances:
  - a. Bonds issued as variable rate demand obligations
  - b. A structure which may require a strong pre-marketing effort such as a complex transaction or a "story" bond
  - c. Size of the issue which may limit the number of potential bidders
  - d. Market volatility is such that the City would be better served by flexibility in timing a sale in a changing interest rate environment
3. **Private Placement.** From time to time the City may elect to privately place its debt. Such placement shall be considered if other methods are not viable.

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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### **5.13 Bond Insurance**

The City may purchase bond insurance when such purchase is deemed prudent and advantageous. Use of bond insurance shall be based on such insurance being less costly than the present value of the difference between the interest on insured bonds versus uninsured bonds.

In the case of a competitive sale, the City may permit bidders for its bonds to purchase bond insurance if such insurance will enhance the market reception and lower the interest rate on the City's bonds. The City will submit an application for pre-qualification for insurance to facilitate bidders' ability to purchase bond insurance. The winning bidder in a competitive sale will bear any associated cost with such enhancement.

In the instance of a negotiated sale, the City will solicit quotes for bond insurance from interested providers. The City will select a provider whose bid is most cost effective and whose terms and conditions governing the guarantee are satisfactory to the City.

### **5.14 Use of Special Districts**

The City may consider using special districts such as Tax Increment Financing Districts, Community Development Authorities and special taxing districts to finance projects that:

- Strengthen the employment and economic base of the City;
- Increase property values and tax revenues;
- Reduce poverty;
- Create economic stability;
- Facilitate economic self-sufficiency; or
- Assist in implementing the City's economic development strategies.

Before using such districts, the City will consider the fiscal impact, the market feasibility and credit implications of the project or district.

### **5.15 Debt Service Reserves**

If necessary, the City may establish a reserve fund funded from bond proceeds, subject to federal tax regulations and in accordance with the requirements of credit enhancement providers and/or rating agencies. The City may purchase reserve equivalents (i.e., a reserve fund surety or letter of credit) when such purchase is deemed prudent and advantageous. Such equivalents shall be evaluated in comparison to cash funding of reserves on a net present value basis.

### **5.16 Underwriter Selection**

**Senior Manager Selection.** The City shall select a senior manager for any proposed negotiated sales. The selection criteria shall include but not be limited to the following:

- The firm's ability and experience in managing transactions similar to that contemplated by the City

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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- Prior knowledge and experience with the City
- The firm's ability and willingness to risk capital and demonstration of such risk and capital availability
- Quality and experience of personnel assigned to the City's engagement
- Financing plan presented
- Underwriting fees

**Co-Manager Selection.** Co-managers may be selected on the same basis as the senior manager. In addition to their qualifications, co-managers appointed to specific transactions will be a function of transaction size and the necessity to ensure maximum distribution of the City's bonds.

**Selling Groups.** The City may establish selling groups in certain transactions. To the extent that selling groups are used, the Director of Finance at his or her discretion, may make appointments to selling groups from within the pool of underwriters or from outside the pool, as the transaction dictates.

**Underwriter's Counsel.** In any negotiated sale of City debt in which legal counsel is required to represent the underwriter, the appointment will be made by the Senior Manager with input from the City.

**Underwriter's Discount.** The Director of Finance with assistance from the City's financial advisor will evaluate the proposed underwriter's discount against comparable issues in the market. If there are multiple underwriters in the transaction, the Director of Finance will determine the allocation of underwriting liability and management fees.

The allocation of fees will be determined prior to the sale date; a cap on management fee, expenses and underwriter's counsel will be established and communicated to all parties by the Director of Finance. The senior manager shall submit an itemized list of expenses charged to members of the underwriting group. Any additional expenses must be substantiated.

**Evaluation of Underwriter Performance.** The City will evaluate each bond sale after completion to assess the following: costs of issuance including underwriters' compensation, pricing of the bonds in terms of the overall interest cost and on a maturity-by-maturity basis, and the distribution of bonds and sales credits.

Following each sale, the Director of Finance shall provide a report to the City Manager and City Council on the results of the sale.

**Syndicate Policies.** For each negotiated transaction, the Director of Finance will prepare syndicate policies that will describe the designation policies governing the upcoming sale. The Director of Finance shall ensure receipt of each member's acknowledgement of the syndicate policies for the upcoming sale prior to the sale date.

**Designation Policies.** To encourage the pre-marketing efforts of each member of the underwriting team, orders for the City's bonds will be net designated, unless otherwise expressly stated. The City shall require the senior manager to:

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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- Equitably allocate bonds to other managers and the selling group
- Comply with MSRB regulations governing the priority of orders and allocations
- Within 10 working days after the sale date, submit to the Director of Finance a detail of orders, allocations and other relevant information pertaining to the City's sale.

### **5.17 Consultants**

**Financial Advisor.** The City shall select a financial advisor (or advisors) to assist in its debt issuance and debt administration processes. Selection of the City's financial advisor(s) shall be based on, but not limited to, the following criteria:

- Experience in providing consulting services to entities similar to the City
- Knowledge and experience in structuring and analyzing bond issues
- Experience and reputation of assigned personnel
- Fees and expenses

**Conflicts of Interest.** The City requires that its consultants and advisors provide objective advice and analysis, maintain the confidentiality of City financial plans, and be free from any conflicts of interest.

**Bond Counsel.** City debt will include a written opinion by legal counsel affirming that the City is authorized to issue the proposed debt, that the City has met all legal requirements necessary for issuance, and a determination of the proposed debt's federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by counsel with extensive experience in public finance and tax issues. The Bond Counsel will be selected by the City.

**Disclosure by Financing Team Members.** All financing team members will be required to provide full and complete disclosure, relative to agreements with other financing team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements shall be permitted which could compromise the firm's ability to provide independent advice which is solely in the City's best interests or which could reasonably be perceived as a conflict of interest.

### **5.18 City Financial Disclosure**

The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, City departments, and the general public to share clear, comprehensive, and accurate financial information. The City is committed to meeting secondary market disclosure requirements on a timely and comprehensive basis.

**CITY OF SUFFOLK, VIRGINIA  
FINANCIAL POLICIES**

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## **UTILITY FUND**

It is the intent to reflect the financial policies of the Utility Fund to provide for adequate cash management and bond coverage for the operation of the system.

### **6.01 Independence**

The Utility Fund will maintain financial independence from the General Fund by:

- a. Continuing the funding of all Utility Enterprise Fund revenue requirements from the Utility Enterprise Fund thereby receiving no financial support from the General Fund.
- b. Issuing self-supporting debt payable solely from the Utility Enterprise Fund.

### **6.02 Unrestricted Cash and Long Term Investments Balance**

It is the intent of the Utility Enterprise Fund to have adequate cash reserves to provide for ninety days of operating activity including debt service. Current unrestricted cash and cash equivalent balances plus operating long term investments will be at a target percentage rate of 25% of the operating expenses less depreciation expense plus current debt expenses (principal and interest). If the Unrestricted Cash and Long Term Investments Balance fall below the target level, the utility system will have twenty four months to bring the balance back in line with the target level.

### **6.03 Amortization**

The Utility Fund will continue to amortize bond issues so the useful life of the project being financed is not exceeded.

### **6.04 Debt Service Coverage Ratio**

Net Revenues should be at least 1.30 times the annual debt service requirement. Net Revenues shall be defined as operating revenues plus availability charges plus interest income plus contributions from Western Tidewater Water Authority less operating expenses plus depreciation and amortization. Excess revenues will be available to first build and maintain the Utility enterprise Cash and Cash Equivalents plus Long Term Investments then secondly to provide equity funding for future capital projects. Over time adherence to this policy will reduce the overall amount of debt issued by the City for various utility projects.

### **6.05 Asset Replacement and System Extension**

After the completion of the City's new water treatment facility (estimated completion is 2015), the City will review the amount of funds being set aside for replacement and/or extension of all Utility system assets such that new assets will not be 100 percent debt financed.

**CITY OF SUFFOLK, VIRGINIA  
FINANCIAL POLICIES**

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## **GLOSSARY**

**Arbitrage.** The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

**Balloon Maturity.** A later maturity within an issue of bonds which contains a disproportionately large percentage of the principal amount of the original issue.

**Bond Anticipation Notes (BANs).** Notes which are paid from the proceeds of the issuance of long-term bonds. Typically issued for capital projects.

**Bullet Maturity.** A maturity for which there are no principal and/or sinking fund payments prior to the state maturity date.

**Call Provisions.** The terms of the bond giving the issuer the right to redeem all or a portion of a bond prior to its stated date of maturity at a specific price, usually at or above par.

**Capitalized Interest.** A portion of the proceeds of a bond issue which is set aside to pay interest on the same bond issue for a specific period of time. Interest is commonly capitalized for the construction period of the project.

**Commercial Paper.** Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank.

**Community Development Authority (CDA).** A Community Development Authority (CDA) is a separate authority that may be used to foster growth and development in a special taxing district. A CDA can issue debt for public purpose infrastructure paid for with tax revenues generated within the special taxing district. Public purpose infrastructure includes, but is not limited to: Roads, bridges, sidewalks, traffic signals, Parking facilities; Storm water management systems; Parks and recreational facilities; Fire Stations and equipment; and Schools and related structures. Generally, a CDA can be formed by City Council at the request of 51% or more of the landowners within the proposed district. Under state law, the District's special tax rate cannot exceed \$0.25 per \$100 of assessed value.

**Competitive Sale.** A sale/auction of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities. Contrast to a negotiated sale.

**Continuing Disclosure.** The principle that accurate and complete information material to the transaction which potential investors would be likely to consider material in making investment decisions with respect to the securities be made available on an ongoing basis.

**Credit Enhancement.** Credit support purchased by the issuer to raise the credit rating of the issue. The most common credit enhancements consist of bond issuance, direct or standby letters of credit, and lines of credit.

## CITY OF SUFFOLK, VIRGINIA FINANCIAL POLICIES

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**Debt Service Reserve Fund.** The fund in which moneys are placed which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements.

**Deep Discount Bonds.** Bonds which are priced for sale at a substantial discount from their face or par value.

**Derivatives.** A financial product whose value is derived from some underlying asset value.

**Designation Policies.** Outline how an investor's order is filled when a maturity is oversubscribed when there is an underwriting syndicate. The senior managing underwriter and issuer decide how the bonds will be allocated among the syndicate. There are three primary classifications of order which form the designation policy: Group Net orders; Net Designated orders and Member orders.

**Escrow.** A fund established to hold moneys pledged and to be used to pay debt service on an outstanding issue.

**Expenses.** Compensates senior managers for out-of-pocket expenses including: underwriters counsel, DTC charges, travel, syndicate expenses, dealer fees, overtime expenses, communication expenses, computer time and postage.

**General Obligations.** Bonds issued by the City secured by the City's pledge of its full faith and credit and unlimited taxing power.

**Hedge.** A transaction that reduces the interest rate risk of an underlying security.

**Intergenerational Equity.** Equity or fairness principal that those that benefit from a capital improvement should pay for it.

**Interest Rate Swap.** The exchange of a fixed interest rate and a floating interest rate between counterparties.

**Letters of Credit.** A bank credit facility wherein the bank agrees to lend a specified amount of funds for a limited term.

**Management Fee.** The fixed percentage of the gross spread which is paid to the managing underwriter for the structuring phase of a transaction.

**Members.** Underwriters in a syndicate other than the senior underwriter.

**Negotiated Sale.** A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

**Original Issue Discount.** The amount by which the original par amount of an issue exceeds its public offering price at the time it is originally offered to an investor.

**Pay-As-You-Go.** An issuer elects to finance a project with existing cash flow as opposed to issuing debt obligations.

**CITY OF SUFFOLK, VIRGINIA**  
**FINANCIAL POLICIES**

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**Present Value.** The current value of a future cash flow.

**Private Placement.** The original placement of an issue with one or more investors as opposed to being publicly offered or sold.

**Rebate.** A requirement imposed by Tax Reform Act of 1986 whereby the issuer of tax-exempt bonds must pay the IRS an amount equal to its profit earned from investment of tax-exempt bond proceeds at rates exceeding the tax-exempt borrowing rate. The tax-exempt borrowing rate (or "bond yield") is calculated pursuant to the IRS code together with all income earned on the accumulated profit pending payment.

**Revenue (Limited Liability) Bonds.** Bonds issued by the City secured by a specific revenue pledge of rates, rents or fees.

**Selling Groups.** The group of securities dealers who participate in an offering not as underwriters but rather who receive securities less the selling concession from the managing underwriter for distribution at the public offering price.

**Syndicate Policies.** The contractual obligations placed on the underwriting group relating to distribution, price limitations and market transactions.

**Tax Increment Financing District (TIF).** A Tax Increment Financing District (TIF) district is a public financing technique primarily used to foster economic development projects. Upon creation of a TIF district, a base year and base assessment is established and over time incremental increases in the TIF district's real estate assessments and associated real estate tax revenues accrue to the TIF district and may be used to pay debt service.

**Underwriter.** A dealer that purchases new issues of municipal securities from the Issuer and resells them to investors.

**Underwriter's Discount.** The difference between the price at which bonds are bought by the Underwriter from the Issuer and the price at which they are reoffered to investors.

**Variable Rate Debt.** An interest rate on a security which changes at intervals according to an index or a formula or other standard of measurement as stated in the bond contract.

**CITY OF SUFFOLK, VIRGINIA  
FISCAL YEAR 2011 PROPOSED OPERATING AND CAPITAL BUDGET**

**Draft Ordinances and Resolutions**

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An Ordinance approving the City budget and appropriating funds for expenditures contemplated during the Fiscal Year beginning July 1, 2010 and ending June 30, 2011, and regulating the payment of money out of the City Treasury	223
An ordinance levying real property taxes for the Tax Year beginning July 1, 2010 and ending June 30, 2011	226
An ordinance to levy taxes on all tangible personal property not either exempt from taxation or otherwise taxed for the 2010 and 2011 tax years	228
An ordinance adopting a Fee Schedule for the City of Suffolk	230
An ordinance approving new positions, reclassifications to positions, and revised job descriptions regarding the FY2010-2011 Operating Budget and the City's FY2010-2011 classification and compensation plan	259

**AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS  
FOR EXPENDITURES CONTEMPLATED DURING THE  
FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011,  
AND REGULATING THE PAYMENT OF MONEY OUT OF THE CITY TREASURY**

**BE IT ORDAINED** by the Council of the City of Suffolk, Virginia as follows:

- Section 1: Except as provided in Section 2 of this ordinance, the City of Suffolk, Virginia, Proposed Annual Operating Budget, Fiscal Year 2010-2011, dated April 7, 2010, and submitted by the City Manager, is approved as the City budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011.
- Section 2: The City Budget shall be subject to transfers authorized by law and to such further amendments by ordinance as City Council may deem appropriate.
- Section 3: The amount named in the Proposed Annual Operating Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, in the following fund amounts totaling \$459,722,299 is hereby appropriated from the revenues of the City for use by the various funds of the City Government referenced in said budget for the said fiscal year. Any appropriation to a specific fund but identified as a revenue source in another fund is specifically designated and restricted for accounting and transfer purposes only and not for any other expenditure from the source fund.

<b>Fund</b>	<b>2010-2011</b>
General Fund	\$ 163,451,793
Capital Projects Fund	36,426,000
Transit Fund	0
Downtown Business Overlay District	200,000
Law Library Fund	48,139
Route 17 Special Taxing District	1,400,000
Road Maintenance Fund	19,130,398
Debt Service Fund	22,675,495
Utility Fund	37,285,551
Stormwater Fund	3,844,101
Golf Course Fund	0
Grants Fund	1,447,566
Fleet Management Fund	11,182,012
Information Technology Fund	3,749,410
Risk Management Fund	15,324,246
School Fund	<u>143,557,589</u>
 <b>Total Funds Budget</b>	 <b>\$ 459,722,299</b>

- Section 4: All payments from funds shall be made in accordance with general law and with the Charter, Code and applicable ordinances and resolutions of the City, except as otherwise specifically provided herein; provided, however, that payments from the funds appropriated for the support, maintenance and operation of the public free

schools of the City shall be made by the City Treasurer upon warrants drawn by the proper officer or officers of the School Board of the City; and provided further that payments from the funds appropriated for expenditures of the Department of Social Services shall be made by the City Treasurer upon presentation of warrants drawn by the Social Services Director and approved by the local Board of Public Welfare.

- Section 5: The City Council hereby authorizes the issuance and sale of the City's revenue anticipation note or notes (the "Note" or "Notes"), pursuant to Section 15.2-2629 of the Code of Virginia of 1950, as amended (the "Virginia Code"), in the aggregate principal amount of up to \$25,000,000 in anticipation of the collection of the taxes and revenues of the City for the fiscal year ending June 30, 2011. If either the City Manager or City Treasurer deems that the cash flow needs and the financial condition of the City warrant the issuance of a Note or Notes, the City Manager or the City Treasurer (each hereinafter referred to as the "City Representative") is authorized and directed to accept a proposal or proposals for the purchase of the Note or Notes and to approve the terms of the Note or Notes, provided that the aggregate principal amount of the Notes shall not exceed \$25,000,000, none of the Notes shall mature later than June 30, 2011, and no interest rate on any of the Notes shall exceed 7%. The City Representative and the Clerk of the City Council (the "Clerk") are hereby authorized and directed to execute an appropriate negotiable Note or Notes and to affix the seal of the City thereto and such City Representative is authorized and directed to deliver the Note or Notes to the purchaser thereof. The City Representative, and such officers and agents of the City as the City Representative may designate, are hereby authorized and directed to take such further action as they deem necessary regarding the issuance and sale of the Note or Notes and all actions taken by such officers and agents in connection with the issuance and sale of the Note or Notes are ratified and confirmed. In accordance with Section 15.2-2601 of the Virginia Code, the City Council elects to issue the Notes pursuant to the provisions of the Public Finance Act of 1991, Chapter 26, Title 15.2 of the Virginia Code.
- Section 6: The amounts appropriated by this ordinance shall be expended for the purpose of operating the City government and the public free school system during the 2010-2011 Fiscal Year; and, with the exception of the items the payment of which is fixed by law, shall be expended in such proportions as may be authorized by the City Manager from time to time; provided, however, that the funds appropriated for the support, maintenance and operation of the public free schools of the City shall be subject to the exclusive control of the School Board of the City, and the School Board may transfer, in its discretion, funds from one category to another, so long as no such transfer results in an expenditure of an amount in excess of the total amount appropriated.
- Section 7: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2010, shall be offset by an equal amount of reserved Fund Balance for expenditure in the subsequent fiscal year; provided, however, that if performance of a contract or purchase order has been substantially completed, an expenditure and estimated liability shall be recorded in lieu of an encumbrance. All appropriations standing on the books of the City at the end of the 2009-2010 Fiscal Year, to the extent that they have not been expended or lawfully obligated or encumbered in an estimated amount not to exceed \$200,000,000 shall lapse upon the effective date of

this ordinance.

Section 8: The payment and settlement, made during the 2010-2011 Fiscal Year, of any claim of any kind against the City; and final judgments, with interest and costs, obtained against the City during the 2009-2010 Fiscal Year, shall be paid upon the certification of the City Attorney and the order of the City Manager from funds appropriated to the Risk Management Fund; or from the funds appropriated for the expenditures of the Fund involved in the subject matter of the claim or judgment; or from the General Fund; as the City Manager shall find necessary.

Section 9: Except as otherwise specifically required by law or approved by City Council by resolution: (1) Any salary or wage expenditure, and any expenditure of any kind or description having the effect of a salary or wage payment, shall be made only for service as described in the Personnel Ordinance in a position the description of which is identified in the City Pay and Compensation Plan or which has received prior approval of City Council. (2) Any other expenditure shall be calculated to result in total expenditures within the plan stated in a specific City Budget account, except that transfers of unexpended and unencumbered balances or portions thereof, initiated by a department director and approved by the City Manager, are permitted between accounts; provided, however, that a quarterly report of such transfers shall be submitted to the City Council.

Section 10: The City Manager is authorized and directed to do all lawful things necessary to implement and administer the City Budget for Fiscal Year 2010-2011.

Section 11: All ordinances and resolutions, or parts thereof, including but not limited to those dealing with salaries and wages, in conflict with the provisions of this ordinance, to the extent of such conflict are repealed.

Section 12: This ordinance shall be in effect on and after July 1, 2010, and it shall not be published.

Read and Adopted: \_\_\_\_\_

TESTE: \_\_\_\_\_

Erika S. Dawley, City Clerk

Approved as to form:

C. Edward Roettger, Jr., City Attorney

Ordinance No. \_\_\_\_\_

AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR  
BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, as follows:

- Section 1: (a) A tax for the 2010-2011 Tax Year is levied and the rate fixed at \$.91 per \$100 of assessed valuation of all taxable real property in the City.
- (b) An additional tax, in addition to those taxes levied in paragraph (a) herein, for the 2010-2011 Tax Year, is levied and the additional rate set at \$.26 per \$100 of assessed valuation of taxable real property in the Route 17 Special Taxing District.
- (c) An additional tax, in addition to those taxes levied in paragraph (a) herein, for the 2010-2011 Tax Year, is levied and the additional rate set at \$.125 per \$100 of assessed valuation of taxable real property in the Downtown Business Overlay Taxing District.
- Section 2: The total tax levy rates of \$.91 per \$100 of assessed valuation in the Route 17 Special Taxing District, \$.125 per \$100 of assessed valuation in the Downtown Business Overlay Taxing District and \$.91 per \$100 of assessed valuation on the City Wide District shall be accounted for as follows:

	City Wide Taxing District Rate per \$100	Route 17 Taxing District Rate per \$100	Downtown Business Overlay Tax District Rate per \$100
General Fund	\$.91	\$.91	\$.91
Taxing District- Operations and Debt	.00	.26	.125
Total	\$.91	\$1.17	\$1.035

- Section 3: This ordinance shall be effective for the 2010-2011 Tax Year, all prior actions setting the real estate tax rate to the contrary notwithstanding.

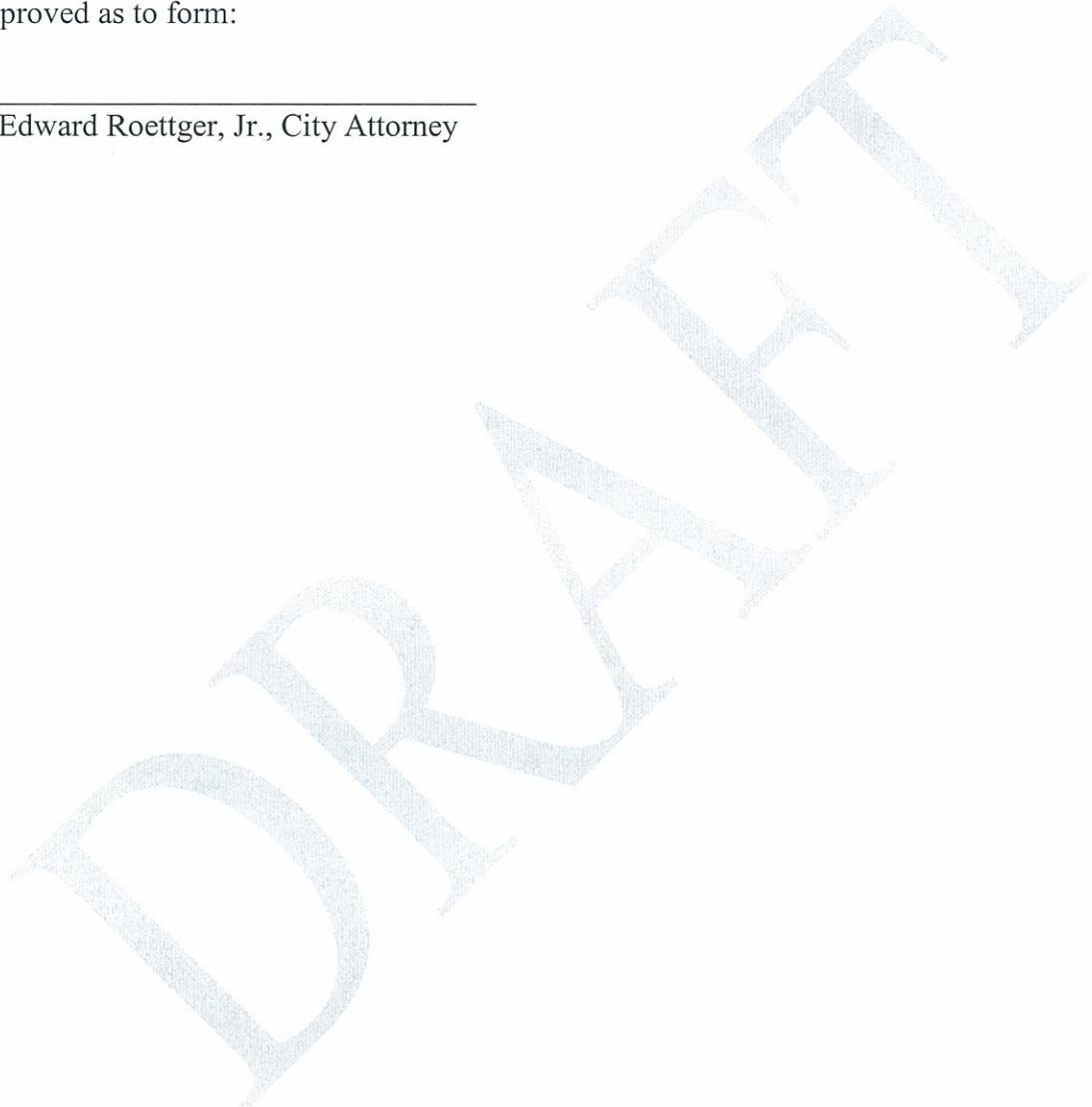
Section 4: This ordinance shall be effective on its passage and shall not be published.

Read and Adopted: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to form:

\_\_\_\_\_  
C. Edward Roettger, Jr., City Attorney



Ordinance No. \_\_\_\_\_

AN ORDINANCE TO LEVY TAXES ON ALL TANGIBLE PERSONAL PROPERTY NOT EITHER EXEMPT FROM TAXATION OR OTHERWISE TAXED FOR THE 2010 AND 2011 TAX YEARS

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

- Section 1: A tax levy for the tax years beginning January 1, 2010 and January 1, 2011, is fixed at \$4.25 per \$100 of assessed value on all tangible personal property as classified in Virginia Code Sections 58.1-3503, 58.1-3505, and subsections 1, 4, 6, 9, 11, 12, 13, 14, 15, 17, 18, 20, 21, 22, 24, 25, 29, and 30 of Virginia Code Section 58.1-3506.A, unless otherwise exempt from taxation or otherwise taxed.
- Section 2: A tax levy for the tax years beginning January 1, 2010 and January 1, 2011, is fixed at \$3.15 per \$100 of assessed value on all machinery and tools as classified in Virginia Code Section 58.1-3507 and in subsections 5, 7, 19, and 23 of Virginia Code Section 58.1-3506.A, unless otherwise exempt from taxation or otherwise taxed.
- Section 3: A tax levy for the tax years beginning January 1, 2010 and January 1, 2011 is fixed at \$1.50 per \$100 of assessed value on all boats and recreational vehicles, as classified by Virginia Code Section 58.1-3506.A. 10, 16, 26, 27 and 28.
- Section 4: A tax levy for the tax years beginning January 1, 2010 and January 1, 2011 is fixed at \$0.58 per \$100 of assessed value on all airplanes, as classified by Virginia Code Section 58.1-3506.A.2. and 3.
- Section 5: A tax levy for the tax years beginning January 1, 2010 and January 1, 2011 is fixed at a basic rate of \$.91 per \$100 of assessed value; at \$1.17 per \$100 of assessed value in the Route 17 Taxing District; and at \$1.035 in the Downtown Business Overlay Taxing District on all mobile homes, as classified by Virginia Code Section 58.1-3506 A.8.
- Section 6: Certain farm animals, certain grains, agricultural products, farm machinery, farm implements and equipment as classified by Virginia Code Section 58.1-3505 A.1 through 10 shall be exempt from personal property taxation as provided for by Virginia Code Section 58.1-3505 B.
- Section 7: That the City Clerk be directed to change the above-referenced State Code Section numbers, as necessary, upon codifications of the actions of the 2009 General Assembly.

Section 8: This ordinance shall be effective for the 2010 and 2011 tax years and shall not be published.

Read and Adopted: \_\_\_\_\_

Teste: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to form:

C. Edward Roettger, Jr., City Attorney

Ordinance No. \_\_\_\_\_

AN ORDINANCE ADOPTING A FEE SCHEDULE  
FOR THE CITY OF SUFFOLK

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

Section 1: That the Fee Schedule for the City of Suffolk, as attached hereto and incorporated herein by reference, is hereby approved, as provided in City Code Sections 2-587(a), 6-111(b), 6-238, 6-302(a), 6-338, 6-392(a), 10-37(c), 10-41(b), 10-42(d), 10-73, 10-152, 10-259, 10-261(b), 10-183, 18-58(a), 18-137, 18-192(a), 18-248, 30-53(b), 30-55(b), 30-83(e)(7)&(f), 30-85(b), 30-86(a), 30-87(a)(3)&(h)(2)&(i)(6)(b)&(l), 30-88(a)(d), 30-90(a)(c)(d)(1)&(2)(f)(g)(h)(j), 30-93(b), 30-94(c)(1), 30-95(a)(1), 30-96(d), Appendix B(B-1(b)) of the Unified Development Ordinance, 34-36, 34-322(b), 34-362(a), 34-365, 38-144(2), 46-1(b)(1), 54-121(d), 54-123(b), 62-33(b), 62-111(e), 62-112(d), 62-113(a), 62-166, 66-84, 74-111, 74-288, 74-329, 74-332, 82-36(b), 82-72(a)(c)(d), 82-481(d), 82-482(d), 82-681(a)(b), 82-741, 82-742, 82-743, 86-205(b), 86-235(b), 86-362, 86-355, 86-462, 90-75(a), 90-102(a)(2)(b), 90-103, 90-128(a)(b)(c), 90-129, 90-131(2), 90-135, 90-164, 90-212(d)(2)(a)&(d)(4)(b), 90-214(a), 90-258, 90-349(1)(2), 90-356(a)(b)(c), 90-357, 90-426, 90-451, 90-520(h), 94-64, 94-98, and 94-130.

Section 2: This ordinance shall be effective on and after July 1, 2010 and thereafter and shall not be published.

Read and Adopted: \_\_\_\_\_

Teste: \_\_\_\_\_

Erika S. Dawley, City Clerk

Approved as to Form:

C. Edward Roettger, Jr., City Attorney

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
<b>AIRPORT</b>		
Multi Engine T-Hanger (monthly)*	261.00	261.00
Single Engine T-Hanger (monthly)*	204.00	204.00
Large T-Hanger Storage Room (monthly)*	76.00	76.00
Small T-Hanger Storage Room (monthly)*	61.00	61.00
*May be paid ahead 1 year at a 5% discount		
Overnight Tie Down (waived with fuel fill up)	9.00	9.00
Overnight Tie Down over 12,500 lbs (waved with fuel purchase)	N/A	25.00
Monthly Single Engine Tie Down*	22.00	22.00
Monthly Multi Engine Tie Down*	22.00	22.00
Jet Starter Service (per hour)	20.00	20.00
Service After Normal Business Hours (call in)*	53.00	53.00
Mark-up on Fuel Sales **		Average for all prices 14%
<i>* Prices consistant with neighboring airports.</i>		
<i>** This amount fluctuates depending on our competition</i>		
<b>ASSESSOR</b>		
Copies (KB System)	1.00	1.00
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
<b>CLERK OF THE CIRCUIT COURT</b>		
Commonwealth's Attorney (misdemeanor)	2.50	2.50
Commonwealth's Attorney (felony)	7.50	7.50
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Law Library	4.00	4.00
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
Blood Test/DNA	12.50	12.50
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	by order of court	by order of court
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
<b>COURT SERVICES UNIT</b>		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
<b>FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM</b>		
Offenders referred from a court in the Fifth District (Suffolk, Franklin, Isle of Wight, and Southampton)	100.00	100.00
Offenders referred from a court within the Fifth District and can provide documentation showing SSI, disability, or welfare benefits	25.00	25.00
Offenders transferred out to a CCP in another jurisdiction	25.00	25.00
Offenders transferred into the Fifth District from a CCP in another jurisdiction	25.00	25.00
<b>FINANCE</b>		
Child Support Processing Fees (State of Virginia)	N/A	\$5.00/per Child Support Order
Child Support Processing Fees (State of North Carolina)	N/A	\$2.00/per Child Support Order
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
<b>FIRE &amp; RESCUE</b>		
Plans Review	50.00	50.00
On-Site Inspection		
Tent Inspection	25.00	0.00
Business License Inspection	25.00	0.00
Special Event Permit	40.00	0.00
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Underground Tank Installation and Removal	50.00 (each additional tank 20.00)	50.00 (each additional tank 20.00)
Re-Inspection Fee		
All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24 hour notice	50.00	50.00
Reports		
Incident or Computer Generated Reports	6.00	6.00
General		
Special inspection fee, after hours, weekends, holidays	40.00 per hour/per person	40.00 per hour/per person
Special event stand-by	25.00 per hour	25.00 per hour
Fireworks stand-by	40.00	0.00
Burn Permit (Requirements must be met)		
Residential	No Charge	No Charge
Commercial	150.00	150.00
Alarm Registration	25.00 per year	25.00 per year
False Alarms (within 180 days)		
First False Alarm	No Charge unless malicious act	No Charge unless malicious act
Second False Alarm	50.00	50.00
Third False Alarm	100.00	100.00
Additional False Alarms	200.00	200.00
Emergency Medical Services		
Basic Life Support (BLS)	350.00	350.00
Advanced Life Support (ALS)	450.00	650.00
Loaded Patient Mileage (LPM)	8.00 per mile	8.00 per mile
<b>GENERAL</b>		
Annual Operating Budget	Cost for reproducing	Cost for reproducing
Capital Improvement Budget and Plan	Cost for reproducing	Cost for reproducing
Comprehensive Annual Financial Report	Cost for reproducing	Cost for reproducing
Copies (photo) (black and white) (each)	0.25	0.25
Copies (photo) (color) (each)	0.45	0.45
Printed Materials	Cost	Cost
City of Suffolk Detailed Street Map	2.00	0.00
<b>GENERAL DISTRICT COURT</b>		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Court House Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
<b>HUMAN RESOURCES</b>		
COBRA administration	2% of monthly premium	2% of monthly premium
<b>JUVENILE AND DOMESTIC RELATIONS COURT</b>		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	2.00	2.00
Local Interest	Varies	Varies
Non-Consecutive Jail Time	Varies	Varies
Courthouse Security Fee	5.00	5.00

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
<b>LIBRARY</b>		
Microfilm Copies (each)	0.10	0.10
Public Internet Copies (black and white) (each)	0.25	0.25
Public Internet Copies (color) (each)	0.45	0.45
Reference Copies (photo) (black and white) (each)	0.25	0.25
Reference Copies (photo) (color) (each)	0.45	0.45
Fines (per day/per item)	0.00**	0.00
Lost Card	2.00	2.00
Lost Bar Code	0.50	0.50
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost RFIDtag	0.75	0.75
Lost Spint Label	0.50	0.50
Lost Tape or CD	7.00 per disc/tape	7.00 per disc/tape
Meeting Room Non-Profit (first two hours)	47.00	47.00
Additional Hours	19.00	19.00
Profit Making Applicants (first two hours)	150.00	150.00
Additional Hours	50.00	50.00
Ear buds for use at public PCs*	2.00/set	2.00/set
CDs for public PCs*	1.00 ea.	1.00 ea.
Thumb Drives for public PCs*	5.00 ea.	5.00 ea.
Floppy Discs for public PCs*	1.00 ea.	1.00 ea.
* New items to be offered to public by public demand when fee schedule is approved and effective July 1, 2009.		
**Fines no longer collected; delinquent fees collected by Treasurer.		
<b>PARKS AND RECREATION</b>		
<b>Athletic Registration Fees</b>		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	0.00	220.00
Adult Softball League		
Men's Division	350.00	350.00
Women's Division	300.00	300.00
Adult Basketball League (per team)	320.00	320.00
Late Fee	10.00	10.00
Teen Basketball (per team)	200.00	200.00
Youth Basketball (per participant) Novice-Junior	55.00	60.00
Youth Cheerleading	55.00	60.00
Youth Soccer (per participant) Novice-Junior	55.00	60.00
<b>Ball Fields (Tournaments)</b>		
Rental of Ball fields with Lights (half day)	60.00	60.00
Rental of Ball fields with Lights (full day)	115.00	115.00
Rental of Ball fields without Lights (half day)	40.00	40.00
Rental of Ball fields without Lights (full day)	65.00	65.00
No Show Administrative Fee	0.00	10.00
<b>Facilities and Parks</b>		
<i>Bennett's Creek Park</i>		
Picnic Shelter		
Full Day	75.00	75.00
<i>Constant's Wharf Park and Marina</i>		
Compass Rose/Boardwalk (Weddings Only) Deposit	150.00	150.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate	\$1 per ft plus \$4.00 for electricity if needed	\$1 per ft plus \$4.00 for electricity if needed
Monthly Rate	\$4 per ft plus \$20.00 for electricity if needed	\$4 per ft plus \$20.00 for electricity if needed
<i>Cypress Park Pool (Rental) *</i>		
Deposit	50.00	50.00
2-hour rental	35.00 per hour	35.00 per hour
<i>Group Swim (Tuesdays Only - 1p to 3p)</i>		
<i>East Suffolk Recreation Center**</i>		
Membership Fees		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Fitness Room ( <i>must have membership ID</i> ) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month		10.00
Fitness Room (Teens-16 & 17 Yrs Old) - Per Month		7.00
Gymnasium: Must be out by 11p		
Non-commercial Events		
Hourly Rate	100.00	65.00/hr
All day	200.00	0.00
Commercial Events (w/fee or admission)		
Hourly Rate	300.00	75.00/hr
All day	375.00	0.00
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	15.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	30.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	15.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	30.00 per hour	35.00 per hour
<b>Joint Use Facilities - Membership - I.D.</b>		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
<b>Lake Meade Park and Tennis Complex</b>		
Picnic Shelter		
Full day	75.00	75.00
Tennis Ball Machine	10.00 per hour	10.00 per hour
<b>Lone Star Lakes Lodge</b>		
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental)	15.00 per hour	50.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	30.00 per hour	70.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Use of Gas Grill	25.00	0.00
<b>Lone Star Lakes Park</b>		
Fishing (per day)	4.00	4.00
Annual Fishing Permit	30.00	30.00
Annual Family Fishing Permit	60.00	60.00
Annual Senior Citizen Fishing Permit	5.00	5.00
Horseback Riding (per person/per day)	3.00	3.00
Annual Permit	20.00	20.00
Annual Permit - Family	50.00	50.00
Archery Range		
Daily Permit (per person)	2.00	2.00
Canoe Rentals (minimum group of 6 canoes)		
Full Day Rental	25.00 per canoe	25.00 per canoe
<b>National Guard Armory</b>		
<i>Rental Period: 8:00 a.m. to midnight</i>		
Deposit	150.00	150.00
Non-Commercial Events		
Resident hourly rental rate (minimum 4-hour rental)	50.00 per hour	75.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	75.00 per hour	100.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Commercial Events		
Resident hourly rental rate (minimum 4-hour rental)	80.00 per hour	100.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	100.00 per hour	120.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Park Special Use Permit Application Fee</b>		
Non-Profit	100.00	100.00
For-Profit	1,000.00	1,000.00

## CITY OF SUFFOLK

## FEE SCHEDULE

FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
<b>Planters Club</b>		
Rental Period: 8:00 a.m. to 11pm		
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	80.00 per hour	60.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	100.00 per hour	80.00 per hour/ Non Res.
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	0.00	100.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	0.00	125.00 per hour/ Non Res.
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Suffolk Museum***</b>		
Deposit	50.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial events		
Hourly Rate	50.00	25.00/hr
All day	75.00	0.00
Commercial events		
Hourly Rate	60.00	35.00/hr
All day	85.00	0.00
<b>Joint Use Recreation Centers</b>		
Deposit****	50.00	100.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial Events		
Multi-Purpose Room		
Hourly Rate	50.00	25.00/hr
All day	75.00	0.00
Gymnasium		
Hourly Rate	100.00	65.00/hr
All day	200.00	0.00
Commercial Events		
Multi-Purpose Room		
Hourly Rate	60.00	35.00/hr
All day	85.00	0.00
Gymnasium		
Hourly Rate	300.00	65.00/hr
All day	375.00	0.00
<b>Sleepy Hole Park</b>		
Picnic Shelter #1-8 & 10-12 Full Day	75.00	75.00
Picnic Shelter #9 Full Day	125.00	125.00
Picnic Pack	25.00	25.00
<b>Whaleyville Community Center</b>		
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Includes Kitchen and use of Ice Machine	15.00 per hour	25.00 per hour/Res
Non-resident hourly rental rate (minimum 4-hour rental)	30.00 per hour	50.00 per hour/Non Res
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Fee Based Activities</b>		
<b>Maintenance</b>		
Equipment		
Mobile Bleachers - Per Day	100.00	200.00
Stage - Per Day	100.00	300.00
Sound System - Per Day	50.00	0.00
Tents - Per Day		
10 x 10	75.00	125.00
20 x 20	100.00	200.00
Platforms - Per Day		
4 x 8	25.00	25.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
<b>Unless Otherwise Noted, Non Resident Fees</b>	25% above resident fees	25% above resident fees

\* *Membership: The membership fees were deleted for the pool due to the lack of memberships.*

Deposit and Rental: To make additional revenue at the pool, it will be available to rent for birthday parties and occasions.

\*\* The East Suffolk Recreation Center opened on January 24, 2009.

\*\*\* Suffolk Museum is not a rental facility but occasionally has events where they need to recoup expenses.

\*\*\*\* Not included in fee schedule last year

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>		
<b>PLANNING</b>		
Rezoning Requests	800.00 plus 40.00 acre	800.00 plus 40.00 acre
Conditional Rezoning Requests	1,000 plus 40.00 acre	1,000 plus 40.00 acre
Conditional Use Permits	800.00 plus 20.00 acre	800.00 plus 20.00 acre
Comprehensive Plan Amendment	1,000.00	1,000.00
Comprehensive Plan Consistency Review	250.00	250.00
Subdivision Variance Requests	500.00	500.00
Wetlands Board	250.00	250.00
Wetlands Board After the Fact	300.00	300.00
Chesapeake Bay Preservation Area Special Exception Request (Administrative)	50.00	50.00
Chesapeake Bay Preservation Area Special Exception Request (Planning Commission)	250.00	250.00
Historic and Cultural Review - Additions	150.00	150.00
Historic and Cultural Review - New Construction	150.00	150.00
Historic and Cultural Review - Administration	35.00	35.00
Historic and Cultural Review - After the Fact	250.00	250.00
Historic and Cultural Review - Administration After the Fact*	70.00	70.00
Borrow Pit Fees	100.00	100.00
Per cubic yard removed semi-annually	0.23	0.23
Street Abandonment	100.00	100.00
Encroachment Permits	100.00	100.00
Minor Subdivision	300.00	300.00
Family Transfer	300.00	300.00
Preliminary Plat Fee (per lot)	50.00 with 300.00 minimum	50.00 with 300.00 minimum
Final Plat Fee (per lot)	30.00 with 200.00 minimum	30.00 with 200.00 minimum
Subdivision Engineering Plan Review	40.00 per lot with 200.00 minimum	40.00 per lot with 200.00 minimum
Subdivision Engineering Plan Review Revisions	150.00	150.00
Subdivision Determination**	90.00	90.00
Site Plan Review (excludes 1 & 2 family dwelling)	600.00	600.00
plus per acre	60.00	60.00
Site Plan Review - additional revisions (per submittal)	150.00	150.00
Maps (each)	5.00	5.00
Aerial Photographs		
1" = 1000'	0.25	0.25
1" = 1600" Base map set	50.00	50.00
Unified Development Ordinance	Cost	Cost
Noncomplying Use and Development Waiver	50.00	50.00
Comprehensive Plan	60.00	60.00
Geodetic Control Network Book	25.00	25.00
Geodetic Control Network Book - Supplement	10.00	10.00
Wetland Mitigation Fee In-Lieu***	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
<b>Geographical Information System</b>		
Digital Map Data		
Topographic Data (File Set)	50.00	50.00
Orthophotography (Single Image)	50.00	50.00
Base Map (File Set)	100.00	100.00
Aerial Photography Originals		
Original GeoTIFF Imagery (Single Tile)	10.00	10.00
Printed Map Products		
GIS Tax Map (Single Map)	5.00	5.00
Census Tract Map (Single Map)	5.00	5.00
Voter Borough Map (Single Map)	5.00	5.00
Voter Precinct Map (Single Map)	5.00	5.00
Generalized City Base Map (Single Map)	5.00	5.00
Geodetic Control Monumentation Book (Single Book)	25.00	25.00
Tax Map CD-Rom (CD-Rom(s))	50.00	50.00
Other Map Product (Single Map)	5.00	5.00

## CITY OF SUFFOLK

## FEE SCHEDULE

FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Data Migration and Reprojection Services		
Translate File Format (File Set)	150.00	150.00
Reproject Map Data (File Set)	150.00	150.00
Specialized Map Services		
Special Map Production Services (Per Hour)	50.00	50.00
Specialized Data Analysis Services (Per Hour)	50.00	50.00
Individual Orthophotography Tiles		
1-5 tiles	0.00	100.00/tile
6 + tiles	0.00	50.00/tile
<i>* The Historic Commission decided that those who did the work without prior approval should pay a higher fee.</i>		
<i>** Sub-division fee: Fee is consistent with zoning determination fee.</i>		
<i>*** Funds collected through fee in lieu of mitigation would be pooled together from other various individual projects to allow for larger future wetlands mitigation projects for City/Wetlands board in the watershed.</i>		
COMMUNITY DEVELOPMENT		
Minimum	50.00	50.00
State Levy	1.75%	2.00%
Extra Inspection Trips (each)	50.00	50.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	250.00	250.00
50,001 - 100,000	500.00	500.00
100,001 - 150,000	1,000.00	1,000.00
150,001 - 250,000	2,000.00	2,000.00
250,001 - 750,000	4,000.00	4,000.00
over 750,000	5,000.00	5,000.00
Electrical Permits (new service, temporary service & service changes)		
Minimum	50.00	50.00
State Levy	1.75%	2.00%
1 - 50 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	50.00	50.00
Three Phase Fee (change)	50.00	50.00
50 - 100 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	70.00	70.00
Three Phase Fee (change)	50.00	50.00
101 - 150 amps		
Single Phase Fee (new)	75.00	75.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	105.00	105.00
Three Phase Fee (change)	60.00	60.00
151 - 200 amps		
Single Phase Fee (new)	100.00	100.00
Single Phase Fee (change)	60.00	60.00
Three Phase Fee (new)	140.00	140.00
Three Phase Fee (change)	80.00	80.00
201 - 250 amps		
Single Phase Fee (new)	125.00	125.00
Single Phase Fee (change)	75.00	75.00
Three Phase Fee (new)	175.00	175.00
Three Phase Fee (change)	100.00	100.00
251 - 300 amps		
Single Phase Fee (new)	150.00	150.00
Single Phase Fee (change)	90.00	90.00
Three Phase Fee (new)	210.00	210.00
Three Phase Fee (change)	120.00	120.00
301 - 350 amps		
Single Phase Fee (new)	175.00	175.00
Single Phase Fee (change)	105.00	105.00
Three Phase Fee (new)	245.00	245.00
Three Phase Fee (change)	140.00	140.00

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
351 - 400 amps		
Single Phase Fee (new)	200.00	200.00
Single Phase Fee (change)	120.00	120.00
Three Phase Fee (new)	280.00	280.00
Three Phase Fee (change)	160.00	160.00
401 - 450 amps		
Single Phase Fee (new)	225.00	225.00
Single Phase Fee (change)	135.00	135.00
Three Phase Fee (new)	315.00	315.00
Three Phase Fee (change)	180.00	180.00
451 - 500 amps		
Single Phase Fee (new)	250.00	250.00
Single Phase Fee (change)	150.00	150.00
Three Phase Fee (new)	350.00	350.00
Three Phase Fee (change)	200.00	200.00
501 - 550 amps		
Single Phase Fee (new)	275.00	275.00
Single Phase Fee (change)	165.00	165.00
Three Phase Fee (new)	385.00	385.00
Three Phase Fee (change)	220.00	220.00
551 - 600 amps		
Single Phase Fee (new)	300.00	300.00
Single Phase Fee (change)	180.00	180.00
Three Phase Fee (new)	420.00	420.00
Three Phase Fee (change)	240.00	240.00
601 - 650 amps		
Single Phase Fee (new)	325.00	325.00
Single Phase Fee (change)	195.00	195.00
Three Phase Fee (new)	455.00	455.00
Three Phase Fee (change)	260.00	260.00
651 - 700 amps		
Single Phase Fee (new)	350.00	350.00
Single Phase Fee (change)	210.00	210.00
Three Phase Fee (new)	490.00	490.00
Three Phase Fee (change)	280.00	280.00
701 - 750 amps		
Single Phase Fee (new)	375.00	375.00
Single Phase Fee (change)	225.00	225.00
Three Phase Fee (new)	525.00	525.00
Three Phase Fee (change)	300.00	300.00
751 - 800 amps		
Single Phase Fee (new)	400.00	400.00
Single Phase Fee (change)	240.00	240.00
Three Phase Fee (new)	560.00	560.00
Three Phase Fee (change)	320.00	320.00
801 - 850 amps		
Single Phase Fee (new)	425.00	425.00
Single Phase Fee (change)	255.00	255.00
Three Phase Fee (new)	595.00	595.00
Three Phase Fee (change)	340.00	340.00
851 - 900 amps		
Single Phase Fee (new)	450.00	450.00
Single Phase Fee (change)	270.00	270.00
Three Phase Fee (new)	630.00	630.00
Three Phase Fee (change)	360.00	360.00
901 - 950 amps		
Single Phase Fee (new)	475.00	475.00
Single Phase Fee (change)	285.00	285.00
Three Phase Fee (new)	665.00	665.00
Three Phase Fee (change)	380.00	380.00
951 - 1,000 amps		
Single Phase Fee (new)	500.00	500.00
Single Phase Fee (change)	300.00	300.00
Three Phase Fee (new)	700.00	700.00
Three Phase Fee (change)	400.00	400.00

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
1,001 - 1,050 amps		
Single Phase Fee (new)	525.00	525.00
Single Phase Fee (change)	315.00	315.00
Three Phase Fee (new)	720.00	720.00
Three Phase Fee (change)	410.00	410.00
1,051 - 1,100 amps		
Single Phase Fee (new)	550.00	550.00
Single Phase Fee (change)	330.00	330.00
Three Phase Fee (new)	740.00	740.00
Three Phase Fee (change)	420.00	420.00
1,101 - 1,150 amps		
Single Phase Fee (new)	575.00	575.00
Single Phase Fee (change)	345.00	345.00
Three Phase Fee (new)	760.00	760.00
Three Phase Fee (change)	430.00	430.00
1,151 - 1,200 amps		
Single Phase Fee (new)	600.00	600.00
Single Phase Fee (change)	360.00	360.00
Three Phase Fee (new)	780.00	780.00
Three Phase Fee (change)	440.00	440.00
Over 1,200 amps		
Single Phase Fee (new)	600.00 plus 25 per 50 amps after	600.00 plus 25 per 50 amps after
Single Phase Fee (change)	360 plus 15 per 50 amps after	360 plus 15 per 50 amps after
Three Phase Fee (new)	780.00 plus 20 per 50 amps after	780.00 plus 20 per 50 amps after
Three Phase Fee (change)	440 plus 10 per 50 amps after	440 plus 10 per 50 amps after
Electrical Permits (additions and repairs)		
0 - 30 amps (per circuit)	4.00	4.00
31 - 60	5.00	5.00
61 - 100	7.00	7.00
101 - 200	15.00	15.00
over 200 amps	20.00	20.00
Pool Grounding	55.00	55.00
Repair Wiring, Apparatus, Fixtures	50.00	50.00
Plumbing Permits		
Minimum	50.00	50.00
State Levy	1.75%	2.00%
Each Fixture, Floor Drain, or Trap	7.00	7.00
Each Sewer (sanitary and storm)	7.00	7.00
Each Sewer Replaced or Repaired	35.00	35.00
Each Manhole	7.00	7.00
Each Roof Drain	7.00	7.00
Each Area Drain	7.00	7.00
Each Water Heater	7.00	7.00
Each Water Line (New Residential)	7.00	7.00
Each Water Line (Existing Residential)	35.00	35.00
Each Water Line (Commercial)	100.00	100.00
Each Sewer Line (Commercial)	100.00	100.00
Backflow Preventer	7.00	7.00
Mechanical and Gas Permits		
Minimum	50.00	50.00
State Levy	1.75%	2.00%
New Construction for all mechanical apparatus		
\$0 - 3,000	50.00	50.00
3,001 - 4,000	50.00	50.00
4,001 - 5,000	50.00	50.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1,000 value of fraction thereof		
Replacement, Alterations, Repairs and Additions		
\$0 - 4,000	50.00	50.00
4,001 - 5,000	55.00	55.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1000 value of fraction thereof		
LPG Tanks and Associated Piping		
0 - 2,000 gallons	50.00	50.00
over 2,000	50.00 plus \$4.00/10,000 gallons	50.00 plus \$4.00/10,000 gallons

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	50.00	50.00
over 50,000	50.00 plus \$6.00/25,000 gallons	50.00 plus \$6.00/25,000 gallons
Fuel Piping Outlet Each	50.00	50.00
Plan Review		
All Structures		
0 - 2,499 square feet	75.00	75.00
2,500 - 5,000	100.00	100.00
5,000 - 10,000	125.00	125.00
10,001 - 30,000	175.00	175.00
30,001 - 50,000	250.00	250.00
50,001 - 100,000	300.00	300.00
Above 100,000	350.00	350.00
Moving		
Out of City to In City	525.00	525.00
In City to Out of City	275.00	275.00
Within City	275.00	275.00
Through City	100.00	100.00
Accessory Structures		
0 - 100 square feet	50.00	50.00
101 - 300	50.00	50.00
301 - 600	65.00	65.00
Demolition		
One to Two Family Residences	55.00	55.00
Any Residential Accessory Structure	50.00	50.00
All Other Buildings		
0 - 60,000 square feet	100.00	100.00
over 60,000	\$25/15,000 sq.ft.	\$25/15,000 sq.ft.
Sign Fees		
In Addition to Minimum Permit Fee		
1 - 40	50.00	50.00
41 - 80	55.00	55.00
over 80	65.00	65.00
Elevator Inspections		
Annual Permit and Test	100.00	100.00
Periodic Inspection	100.00	100.00
Maintenance Inspection	75.00	75.00
Outside Normal Working Hours	175.00	175.00
Amusement Ride Inspection		
Kiddie Ride	15.00	15.00
Major Ride	25.00	25.00
Spectacular Ride	45.00	45.00
Cross Connection Inspection	50.00	50.00
Private Piers, Greenhouses, and Walls		
\$1 - 2,200	50.00	50.00
over 2,200	\$2.00/\$100 value	\$2.00/\$100 value
Miscellaneous Fees		
Mobile Homes	50.00	50.00
Modular Classroom Units	55.00	55.00
Tents	50.00	50.00
Chimneys	50.00	50.00
Free Standing Fireplaces/Wood Stoves	50.00	50.00
Stationary Fireplaces	50.00	50.00
Temporary Power Release Inspection	60.00	60.00
Temporary Use Permit Fee	35.00	35.00
Swimming Pools		
\$1 - 2,200	50.00	50.00
over 2,200	\$1.00/\$100 value	\$1.00/\$100 value
Certificate of Occupancy		
Residential	50.00	50.00
Commercial	100.00	100.00
Extension of Residential, Commercial and Temp C.O.	50.00	50.00
Temporary	100.00	100.00
Rental	50.00	50.00
Two or More Units (per unit)	30.00	30.00

## CITY OF SUFFOLK

## FEE SCHEDULE

FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Reinspection	50.00	50.00
Business License Inspection	100.00	100.00
Board of Building Code Appeal	250.00	250.00
Extension of Permits	75.00	75.00
Tower, Antennas and Like Structures		
\$0 - 4999 value	20.00 per \$1,000	20.00 per \$1,000
5,000 - 19,999	100.00 per \$5,000 plus 10.00 per \$1,000	100.00 per \$5,000 plus 10.00 per \$1,000
20,000 - 99,999	250.00 per \$20,000 plus 5.00 per \$1,000	250.00 per \$20,000 plus 5.00 per \$1,000
over 100,000	625.00 per \$100,000 plus 4.00 per \$1,000	625.00 per \$100,000 plus 4.00 per \$1,000
Building Fees (see attached Schedule A)	Schedule A (attached)	Schedule A (attached)
Zoning Permits (includes Farm Affidavits)	35.00	35.00
Home Occupation Permits (zoning review)	35.00*	35.00*
Health Department Evaluation		
New Construction	100.00	100.00
Updates	50.00	50.00
Board of Zoning Appeals	500.00	500.00
Administrative Variance Request	60.00	60.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	50.00	50.00
If Forwarded to Board of Zoning Appeals	300.00	300.00
Written Determination by Zoning Administrator	90.00	90.00
Special Entertainment Permit (non profit)	50.00	50.00
Special Entertainment Permit (non profit) with fireworks display	N/A	200.00
Special Entertainment Permit (profit)	1,000.00	1,000.00
Special Entertainment Permit (profit) with fireworks display	N/A	1,150.00
Junkyard Compliance Inspection (yearly)	100.00	100.00
Unified Development Ordinance	Cost	Cost
Temporary Signs	100.00	100.00
<i>*Decrease to reflect administrative cost associated with permit review and issuance. \$35 is base fee for all other zoning permits.</i>		
<b>POLICE</b>		
Annual Alarm Registration	25.00	25.00
Alarm Registration Renewal	25.00	10.00
Alarm Registration Late Fee (after 30 days)	25.00	25.00
Fee to alarm company for failure to provide alarm user list	25.00 per working day until compliance	25.00 per working day until compliance
Reinstatement fee for failure to provide alarm user list	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Late fee for registration renewal (after 30 days)	25.00	25.00
Use of Automatic Dialer	100.00	100.00
Audible Alarm Violation	100.00	100.00
Reinstatement Fee for failure to provide ARM	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Failure of alarm company to provide customer False Alarm Prevention checklist	50.00	50.00
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <b>Initial</b> Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk*	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	25.00	50.00
General false alarm fee for third response	50.00	100.00
General false alarm fee for fourth and subsequent response	100.00	150.00
Robbery/panic false alarm for second response	50.00	100.00
Robbery/panic false alarm for third response	100.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	200.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring company for calling in on suspended / <b>unregistered</b> alarm site **	100.00	100.00
Fee to alarm company for making false statement ***	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	5.00	5.00
Accident Report	7.00	7.00
Incident Report	7.00	7.00
Fingerprinting	5.00 per card	5.00 per card
Photographs	5.00 or cost, whichever is greater	5.00 or cost, whichever is greater
Gun Purchase Permits	0.00	0.00
Chauffeur's License	20.00	20.00
Solicitation Permit	10.00	10.00
Concealed Weapon Permit	18.00	18.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	30.00	30.00
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	65.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	80.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
* Added "initial", then broke out fees no matter if under or over 50 alarm sites to clarify fees for alarm companies.		
** Added "unregistered."		
*** This fee is in ordinance but was not included on FY09 fee schedule.		
<b>PUBLIC UTILITIES</b>		
Bacteriological Tests (each)	25.00	25.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet	4.94	5.84
Minimum Bi-monthly Charge (5 ccf)	24.70	29.20
Monthly Meter Service Charge	2.40	2.40
or Bi-monthly	4.80	4.80
WTWA Wholesale Water Rate (per 100 cubic feet)	3.99	3.76
WTWA Fixed Capacity Charge (per month)	160,979.00	190,452.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (Bi-monthly - 10 ccf)	49.40	58.40
Meter Service Charge (per month)		
5/8 inch meter	2.40	2.40
3/4 inch meter	3.60	3.60
1 inch meter	6.00	6.00
1½ inch meter	12.00	12.00
2 inch meter	19.20	19.20
3 inch meter	36.00	36.00
4 inch meter	60.00	60.00
6 inch meter	120.00	120.00
8 inch meter	200.00	200.00
10 inch meter	300.00	300.00
Water Connection Charge (installed by city)		
5/8 inch meter	1,100.00	1,100.00
3/4 inch meter	1,100.00	1,100.00
1 inch meter	1,340.00	1,340.00
1½ inch meter	1,670.00	1,670.00
2 inch meter	1,975.00	1,975.00
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		

## CITY OF SUFFOLK

## FEE SCHEDULE

FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Single Family	5,520.00	5,520.00
Attached Multi Family (2 to 4 units, per unit)	4,970.00	4,970.00
Attached Multi Family (5 to 16 units, per unit)	4,420.00	4,420.00
Attached Multi Family (17 to 24 units, per unit)		3,865.00
Attached Multi Family (25 + units, per unit)		3,310.00
Water Availability Charge (commercial)		
5/8 inch meter	5,520.00	5,520.00
3/4 inch meter	8,180.00	8,180.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Remainder	-	-
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Deposit	300.00	300.00
Fire Hydrant Flow Test Fee	100.00	100.00
Sewer Collection (per 100 cubic feet)	3.78	4.50
Minimum Bi-monthly period (5 ccf)	18.90	22.50
Water Usage Not Metered (Bi-Mo.10 ccf)	37.80	45.00
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,450.00	1,450.00
6 inch lateral size	2,650.00	2,650.00
actual cost of installation plus connection	25%	0%
Sewer Connection Charge (installed by developer)	50.00	50.00
Sewer Availability Charge (residential)		
Single Family	6,000.00	6,000.00
Attached Multi Family (2 to 3 units, per unit)	5,400.00	5,400.00
Attached Multi Family (4 to 24 units, per unit)	4,800.00	4,800.00
Attached Multi Family (25 to 99 units, per unit)		4,200.00
Attached Multi Family (100 + units, per unit)		3,600.00
Sewer Availability Charge (commercial)		
5/8 inch meter	6,000.00	6,000.00
3/4 inch meter	9,000.00	9,000.00
1 inch meter	14,800.00	14,800.00
1½ inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Construction Specifications and Standards Manual	25.00	25.00
Sewer Pump Stations Prototype Drawing	150.00	150.00
Manual of Cross Connection Policies	20.00	20.00
Plan sheet copies 24" x 36" (per sheet)	2.00	2.00
Copies (black and white (each)	0.20	0.20
Copies (color) (each)	0.35*	0.35*
Engineering Plan Review (per hour)	70.00	70.00
Engineering Construction Inspection		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Pump Station Design and Impact Analysis Fees (4 hrs)		
Lift Station or Single Station connecting directly to HRSD interceptor force main	1,000.00	1,000.00
Manifold Station with up to four other pump stations on manifold	1,500.00	1,500.00
Manifold Station with five or more other pump stations on manifold	2,000.00	2,000.00
Environmental Incentive - Water		
5/8 inch meter	3,250.00	3,250.00
3/4 inch meter	4,875.00	4,875.00
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 inch meter	1,750.00	1,750.00
3/4 inch meter	2,625.00	2,625.00
1 inch meter	4,375.00	4,375.00
1½ inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00
*Reflects additional cost to use color copier.		
Utility fund cost to support debt service - based on rate model. Programmed less from new connections and have to make it up on the rate side. WTWAs and Sewer collection similar to water side - balance between less connections has to be made up on rate side. Based on model.		
<b>PUBLIC WORKS</b>		
Traffic Engineering Inspection and Plan Review (per hour)	70.00	70.00
Storm Water Utility Fee	5.24/mo	5.24/mo
Stormwater/E & S inspection and review	2% of engineers cost estimate	2% of engineers cost estimate
Stormwater/E & S plan review (per hour)	70.00	70.00
Stormwater Site Plans Inspection	\$1,400 minimum; \$400/acre; not to exceed \$8,000	\$1,400 minimum; \$400/acre; not to exceed \$8,000
Single Family E&S Site Plan Review	100.00	100.00
Pro Rata Share Fees		
Chowan Watershed	0.00	958/acre
Great Dismal Watershed	0.00	263/acre
James River Watershed	0.00	632/acre
Permits		
Land Disturbing	100.00	100.00
Street Opening	35.00	35.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
plus 27.4% overhead		
Driveway Apron (per square foot)	2.50	2.50
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
Sidewalks	35.00	35.00
Driveways	35.00	35.00
Logging Access	35.00	35.00
Permits (continued)		
Construction Access	35.00	35.00
Banners & Decorations	35.00	35.00
Grading on Right-of-Way	35.00	35.00
Pedestrian Underpass	35.00	35.00
School Warning Signals	35.00	35.00
Curb & Gutter	35.00	35.00
Telephone Booths	35.00	35.00
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Maps - Printed Map Products		
GIS Tax Map (single map)	5.00	5.00
Other Map Product (single map)	5.00	5.00
Generalized City Base Map (single map)	5.00	5.00
Maps - Specialized Map Services		
Special Map Production Services (per hour)	50.00	50.00
Specialized Data Analysis Services (per hour)	50.00	50.00
Grave Space - Single Lot	800.00	800.00
Grave Opening		
over 10 years of age - weekdays	850.00	850.00
over 10 years of age - Saturday	1,050.00	1,050.00
over 10 years of age - Sunday/Holiday	1,050.00	1,050.00
age 1-10 - weekdays	260.00	260.00
age 1-10 - Saturday	680.00	680.00
age 1-10 - Sunday/Holiday	860.00	860.00
infant under 1 - weekdays	140.00	140.00
infant under 1 - Saturday	560.00	560.00
infant under 1 - Sunday/Holiday	800.00	800.00
Cremation (urn burial)	400.00	400.00
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	225.00
Funeral after 4:00 pm in addition to above cost	100.00	100.00
Refuse Collection		
Automated Refuse Container Outside of Automated Collection Area	50.00	55.00
Automated Refuse Collection (2nd & 3rd) Receptacle each (When house is located within established automated area)	50.00	55.00
Automated Refuse Containers (1st receptacle) when associated with expansion of City's automated program (to qualify for "No Charge", a Certificate of Occupancy must be issued prior to the beginning of automated collection in the expanded area)	0.00	0.00
Bulk Refuse Service		
1-8 CY bulk collection	0.00	0.00
9-16 CY bulk collection	50.00	50.00
Evictions	100.00	100.00
Bulk Refuse Service - Roll Off		
Weekdays	35.00	35.00
Weekends	50.00	50.00
<b>SLEEPY HOLE GOLF COURSE*</b>		
In Season: April 1 - October 31		
Winter Season: November 1 - March 31		
Seniors - age 55 and over		
Juniors - age 17 and under		
In Season Weekday - 18 Holes Walking:		
Regular	35.00	0.00
Seniors	22.00	0.00
Juniors	22.00	0.00
SHGA	35.00	0.00
In Season Weekday - 18 Holes Riding:		
Regular	45.00	0.00
Seniors	29.00	0.00
Juniors	29.00	0.00
SHGA	45.00	0.00
In Season Weekday - 9 Holes Walking:		
Regular	22.00	0.00
Seniors	15.00	0.00
Juniors	15.00	0.00
SHGA	22.00	0.00
In Season Weekday - 9 Holes Riding:		
Regular	27.00	0.00
Seniors	20.00	0.00
Juniors	20.00	0.00
SHGA	27.00	0.00

## CITY OF SUFFOLK

## FEE SCHEDULE

FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
In Season Weekday After 2 pm - All you can Play:		
Walking	25.00	0.00
Riding	35.00	0.00
In Season Weekend/Holiday 18 holes (Cart Mandatory):		
Regular**	52.00	0.00
Seniors**	49.00	0.00
Juniors	35.00	0.00
SHGA**	52.00	0.00
In Season Weekend/Holiday 9 Holes Walking (after 2 pm only) :		
Regular	24.00	0.00
Seniors	17.00	0.00
Juniors	17.00	0.00
SHGA	24.00	0.00
In Season Weekend/Holiday 9 Holes Riding (after 2 pm only) :		
Regular	29.00	0.00
Seniors	22.00	0.00
Juniors	22.00	0.00
SHGA	29.00	0.00
In Season Weekend/Holiday after 2 pm All you can play:		
Walking	30.00	0.00
Riding	40.00	0.00
Winter Season Weekday - 18 Holes Walking:		
Regular	27.00	0.00
Seniors	18.00	0.00
Juniors	18.00	0.00
SHGA	27.00	0.00
Winter Season Weekday - 18 Holes Riding:		
Regular	37.00	0.00
Seniors	27.00	0.00
Juniors	27.00	0.00
SHGA	37.00	0.00
Winter Season Weekday - 9 Holes Walking:		
Regular	15.00	0.00
Seniors	15.00	0.00
Juniors	10.00	0.00
SHGA	15.00	0.00
Winter Season Weekday - 9 Holes Riding:		
Regular	20.00	0.00
Seniors	20.00	0.00
Juniors	15.00	0.00
SHGA	20.00	0.00
Winter Season Weekday After Noon - All you can Play:		
Walking	20.00	0.00
Riding	30.00	0.00
Winter Season Weekday All you can play (cart included)	N/A	N/A
Winter Season Weekend/Holiday 18 holes Walking:		
Regular	37.00	0.00
Seniors	35.00	0.00
Juniors	22.00	0.00
SHGA	37.00	0.00
Winter Season Weekend/Holiday 18 holes Riding:		
Regular	47.00	0.00
Seniors	45.00	0.00
Juniors	35.00	0.00
SHGA	47.00	0.00
Winter Season Weekend/Holiday 9 Holes Walking:		
Regular	22.00	0.00
Seniors	17.00	0.00
Juniors	17.00	0.00
SHGA	22.00	0.00
Winter Season Weekend/Holiday 9 Holes Riding:		

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
Regular	27.00	0.00
Seniors	22.00	0.00
Juniors	22.00	0.00
SHGA	27.00	0.00
Winter Season Weekend/Holiday after Noon		
All you can play:		
Walking	27.00	0.00
Riding	37.00	0.00
Winter Weekend All you can play (cart included)	N/A	N/A
Annual Passes:*		
Passes will be prorated to expire on June 30 of the following year.		
Full unlimited cart included weekday and weekends:		
Regular	3,000.00	0.00
Seniors	2,600.00	0.00
Juniors	2,200.00	0.00
Full unlimited walking privileges weekday and weekends:		
Regular	2,800.00	0.00
Seniors	2,200.00	0.00
Juniors	1,800.00	0.00
Weekday only (cart included):		
Regular	2,200.00	0.00
Seniors	1,700.00	0.00
Juniors	1,300.00	0.00
Weekday only (cart excluded):		
Regular	1,800.00	0.00
Seniors	1,300.00	0.00
Juniors	900.00	0.00

\* Golf Course was taken over by a private entity effective 7/1/09

TOURISM		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00	15.00/hour
Multipurpose Room (6 pm to midnight)		
Deposit		150.00
Non-Profit Event		50.00/hour
For-Profit Event		80.00/hour
Farmer's Market 10 x 10' Space per season		
10' x 10' Canopy Space	50.00	50.00/season
10' x 15' Canopy Space*	75.00	75.00/season
Interpreted Bus Tour Historic District		
Adult	6.00	8.00
Senior (60+) and Child (3 to 12)	4.00	6.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12)	8.00	8.00
Interpreted Lantern Tour (Cedar Hill Cemetery)		
Adult	5.00	7.00
Senior (60+) and Child (9 to 12)	0.00	5.00
Interpreted Canoe Tour	35.00	35.00
Ghost Walk		
Adult	0.00	10.00
Senior (60+) and Child (9 to 12)	0.00	8.00
Fee Based Activities Not Described	Cost	Cost

\* Space was decreased from 10' x 20' in 2008 - 2009 to 10' x 15' for 2009 - 2010

\*\* New tour added in fall 2008.

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2010-2011

Fees	Fiscal Year 2009-2010	Fiscal Year 2010-2011
<b>TREASURER</b>		
Return Check	35.00	50.00
Set Off Debt	30.00	30.00
Lien	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Block	20.00	20.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Delinquent Personal Property Collection Fee	0.00	30.00
Vehicle License Registration Late Payment Fee	0.00	10.00
Serving out of town warrants in debt	20.00	20.00
each name listed	12.00	12.00
BAI.Net Charge Card Convenience Fee		2.7%
Charge Card Convenience Fees		
\$0.01 to \$49.99	3.00	3.00
\$50.00 to \$99.99	5.00	5.00
\$100.00 to \$199.99	7.00	7.00
\$200.00 to \$299.99	10.00	10.00
\$300.00 to \$399.99	12.00	12.00
\$400.00 to \$499.99	15.00	15.00
\$500.00 to \$599.99	18.00	18.00
\$600.00 to \$699.99	21.00	21.00
\$700.00 to \$799.99	24.00	24.00
\$800.00 to \$899.99	27.00	27.00
\$900.00 to \$999.99	30.00	30.00
\$1,000.00 to \$9,999.99	3% of payment amount	3% of payment amount
\$10,000.00 and higher	2.5% of payment amount	2.5% of payment amount

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK FY '11**  
**GROUP A - ASSEMBLY / EDUCATIONAL**

**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**



SQ. FEET	FEE	SQ. FEET	FEE	SQ. FEET	FEE
<b>\$9.00 PER 100 SQUARE FEET</b>					
0	\$50.00	4,301	\$362.00	8,601	\$8,700
101	\$50.00	4,401	\$370.00	8,701	\$8,800
201	\$50.00	4,501	\$378.00	8,801	\$8,900
301	\$50.00	4,601	\$386.00	8,901	\$9,000
401	\$50.00	4,701	\$394.00	9,001	\$9,100
501	\$54.00	4,801	\$402.00	9,101	\$9,200
601	\$63.00	4,901	\$410.00	9,201	\$9,300
701	\$72.00			9,301	\$9,400
801	\$81.00			9,401	\$9,500
901	\$90.00			9,501	\$9,600
<b>\$7.00 PER 100 SQUARE FEET</b>					
<b>\$8.00 PER 100 SQUARE FEET</b>					
1,001	\$98.00	5,001	\$417.00	9,701	\$9,800
1,101	\$106.00	5,101	\$424.00	9,801	\$9,900
1,201	\$114.00	5,201	\$431.00	9,901	\$10,000
1,301	\$122.00	5,301	\$438.00	10,001	\$10,100
1,401	\$130.00	5,401	\$445.00	10,101	\$10,200
1,501	\$138.00	5,501	\$452.00	10,201	\$10,300
1,601	\$146.00	5,601	\$459.00	10,301	\$10,400
1,701	\$154.00	5,701	\$466.00	10,401	\$10,500
1,801	\$162.00	5,801	\$473.00	10,501	\$10,600
1,901	\$170.00	5,901	\$480.00	10,601	\$10,700
2,001	\$178.00	6,001	\$487.00	10,701	\$10,800
2,101	\$186.00	6,101	\$494.00	10,801	\$10,900
2,201	\$194.00	6,201	\$501.00	10,901	\$11,000
2,301	\$202.00	6,301	\$508.00	11,001	\$11,100
2,401	\$210.00	6,401	\$515.00	11,101	\$11,200
2,501	\$218.00	6,501	\$522.00	11,201	\$11,300
2,601	\$226.00	6,601	\$529.00	11,301	\$11,400
2,701	\$234.00	6,701	\$536.00	11,401	\$11,500
2,801	\$242.00	6,801	\$543.00	11,501	\$11,600
2,901	\$250.00	6,901	\$550.00	11,601	\$11,700
3,001	\$258.00	7,001	\$557.00	11,701	\$11,800
3,101	\$266.00	7,101	\$564.00	11,801	\$11,900
3,201	\$274.00	7,201	\$571.00	11,901	\$12,000
3,301	\$282.00	7,301	\$578.00	12,001	\$12,100
3,401	\$290.00	7,401	\$585.00	12,101	\$12,200
3,501	\$298.00	7,501	\$592.00	12,201	\$12,300
3,601	\$306.00	7,601	\$599.00	12,301	\$12,400
3,701	\$314.00	7,701	\$606.00	12,401	\$12,500
3,801	\$322.00	7,801	\$613.00	12,501	\$12,600
3,901	\$330.00	7,901	\$620.00	12,601	\$12,700
4,001	\$338.00	8,001	\$627.00	12,701	\$12,800
4,101	\$346.00	8,101	\$634.00	12,801	\$12,900
4,201	\$354.00	8,201	\$641.00	12,901	\$13,000
		8,301	\$648.00	13,001	\$13,100
		8,401	\$655.00	13,101	\$13,200
		8,501	\$662.00	13,201	\$13,300

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK**  
**GROUP A - ASSEMBLY / EDUCATIONAL**

**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**



SQ. FEET	FEE	SQ. FEET	FEE	SQ. FEET	FEE
13,301	\$13,400	\$998.00	17,201	\$17,300	\$1,248.00
13,401	\$13,500	\$1,005.00	17,301	\$17,400	\$1,254.00
13,501	\$13,600	\$1,012.00	17,401	\$17,500	\$1,260.00
13,601	\$13,700	\$1,019.00	17,501	\$17,600	\$1,266.00
13,701	\$13,800	\$1,026.00	17,601	\$17,700	\$1,272.00
13,801	\$13,900	\$1,033.00	17,701	\$17,800	\$1,278.00
13,901	\$14,000	\$1,040.00	17,801	\$17,900	\$1,284.00
14,001	\$14,100	\$1,047.00	17,901	\$18,000	\$1,290.00
14,101	\$14,200	\$1,054.00	18,001	\$18,100	\$1,296.00
14,201	\$14,300	\$1,061.00	18,101	\$18,200	\$1,302.00
14,301	\$14,400	\$1,068.00	18,201	\$18,300	\$1,308.00
14,401	\$14,500	\$1,075.00	18,301	\$18,400	\$1,314.00
14,501	\$14,600	\$1,082.00	18,401	\$18,500	\$1,320.00
14,601	\$14,700	\$1,089.00	18,501	\$18,600	\$1,326.00
14,701	\$14,800	\$1,096.00	18,601	\$18,700	\$1,332.00
14,801	\$14,900	\$1,103.00	18,701	\$18,800	\$1,338.00
14,901	\$15,000	\$1,110.00	18,801	\$18,900	\$1,344.00
			18,901	\$19,000	\$1,350.00
			19,001	\$19,100	\$1,356.00
			19,101	\$19,200	\$1,362.00
15,001	\$15,100	\$1,116.00	19,201	\$19,300	\$1,368.00
15,101	\$15,200	\$1,122.00	19,301	\$19,400	\$1,374.00
15,201	\$15,300	\$1,128.00	19,401	\$19,500	\$1,380.00
15,301	\$15,400	\$1,134.00	19,501	\$19,600	\$1,386.00
15,401	\$15,500	\$1,140.00	19,601	\$19,700	\$1,392.00
15,501	\$15,600	\$1,146.00	19,701	\$19,800	\$1,398.00
15,601	\$15,700	\$1,152.00	19,801	\$19,900	\$1,404.00
15,701	\$15,800	\$1,158.00	19,901	\$20,000	\$1,410.00
15,801	\$15,900	\$1,164.00	20,001	\$20,100	\$1,416.00
15,901	\$16,000	\$1,170.00	20,101	\$20,200	\$1,422.00
16,001	\$16,100	\$1,176.00	20,201	\$20,300	\$1,428.00
16,101	\$16,200	\$1,182.00	20,301	\$20,400	\$1,434.00
16,201	\$16,300	\$1,188.00	20,401	\$20,500	\$1,440.00
16,301	\$16,400	\$1,194.00	20,501	\$20,600	\$1,446.00
16,401	\$16,500	\$1,200.00	20,601	\$20,700	\$1,452.00
16,501	\$16,600	\$1,206.00	20,701	\$20,800	\$1,458.00
16,601	\$16,700	\$1,212.00	20,801	\$20,900	\$1,464.00
16,701	\$16,800	\$1,218.00	20,901	\$21,000	\$1,470.00
16,801	\$16,900	\$1,224.00	21,001	\$21,100	\$1,476.00
16,901	\$17,000	\$1,230.00	21,101	\$21,200	\$1,482.00
17,001	\$17,100	\$1,236.00	21,201	\$21,300	\$1,488.00
17,101	\$17,200	\$1,242.00	21,301	\$21,400	\$1,494.00

CONTINUE, WITHOUT LIMIT,  
AT A RATE OF \$6.00  
PER 100 SQUARE FEET

BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK  
**GROUP B - BUSINESS / MERCANTILE / RESIDENTIAL (DETACHED)**

**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**



SQ. FEET	FEE	SQ. FEET	FEE	SQ. FEET	FEE
<b>\$8.00 PER 100 SQ. FT.</b>					
0	\$50.00	3,901	\$300.00	7,801	\$544.00
101	\$50.00	4,001	\$307.00	7,901	\$550.00
201	\$50.00	4,101	\$314.00	8,001	\$556.00
301	\$50.00	4,201	\$321.00	8,101	\$562.00
401	\$50.00	4,301	\$328.00	8,201	\$568.00
501	\$50.00	4,401	\$335.00	8,301	\$574.00
601	\$56.00	4,501	\$342.00	8,401	\$580.00
701	\$64.00	4,601	\$349.00	8,501	\$586.00
801	\$72.00	4,701	\$356.00	8,601	\$592.00
901	\$80.00	4,801	\$363.00	8,701	\$598.00
1,001	\$88.00	4,901	\$370.00	8,801	\$604.00
1,101	\$96.00			8,901	\$610.00
1,201	\$104.00			9,001	\$616.00
1,301	\$112.00			9,101	\$622.00
1,401	\$120.00			9,201	\$628.00
1,501	\$128.00	5,001	\$376.00	9,301	\$634.00
1,601	\$136.00	5,101	\$382.00	9,401	\$640.00
1,701	\$144.00	5,201	\$388.00	9,501	\$646.00
1,801	\$152.00	5,301	\$394.00	9,601	\$652.00
1,901	\$160.00	5,401	\$400.00	9,701	\$658.00
		5,501	\$406.00	9,801	\$664.00
		5,601	\$412.00	9,901	\$670.00
<b>\$7.00 PER 100 SQ. FT.</b>					
2,001	\$167.00	5,701	\$418.00	10,001	\$676.00
2,101	\$174.00	5,801	\$424.00	10,101	\$682.00
2,201	\$181.00	5,901	\$430.00	10,201	\$688.00
2,301	\$188.00	6,001	\$436.00	10,301	\$694.00
2,401	\$195.00	6,101	\$442.00	10,401	\$700.00
2,501	\$202.00	6,201	\$448.00	10,501	\$706.00
2,601	\$209.00	6,301	\$454.00	10,601	\$712.00
2,701	\$216.00	6,401	\$460.00	10,701	\$718.00
2,801	\$223.00	6,501	\$466.00	10,801	\$724.00
2,901	\$230.00	6,601	\$472.00	10,901	\$730.00
3,001	\$237.00	6,701	\$478.00	11,001	\$736.00
3,101	\$244.00	6,801	\$484.00	11,101	\$742.00
3,201	\$251.00	6,901	\$490.00	11,201	\$748.00
3,301	\$258.00	7,001	\$496.00	11,301	\$754.00
3,401	\$265.00	7,101	\$502.00	11,401	\$760.00
3,501	\$272.00	7,201	\$508.00	11,501	\$766.00
3,601	\$279.00	7,301	\$514.00	11,601	\$772.00
3,701	\$286.00	7,401	\$520.00		
3,801	\$293.00	7,501	\$526.00		
		7,601	\$532.00		
		7,701	\$538.00		
				CONTINUE, WITHOUT LIMIT, AT A RATE OF \$6.00 PER 100 SQUARE FEET	

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK  
GROUP F - FACTORY / INDUSTRIAL**



**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**

<u>SQ. FEET</u>	<u>Fee</u>	<u>SQ. FEET</u>	<u>Fee</u>	<u>SQ. FEET</u>	<u>Fee</u>
<b>\$8.00 PER 100 SQ. FT</b>					
0	100	\$50.00	3,901	4,000	\$300.00
101	200	\$50.00	4,001	4,100	\$307.00
201	300	\$50.00	4,101	4,200	\$314.00
301	400	\$50.00	4,201	4,300	\$321.00
401	500	\$50.00	4,301	4,400	\$328.00
501	600	\$50.00	4,401	4,500	\$335.00
601	700	\$56.00	4,501	4,600	\$342.00
701	800	\$64.00	4,601	4,700	\$349.00
801	900	\$72.00	4,701	4,800	\$356.00
901	1,000	\$80.00	4,801	4,900	\$363.00
1,001	1,100	\$88.00	4,901	5,000	\$370.00
1,101	1,200	\$96.00			
1,201	1,300	\$104.00			
1,301	1,400	\$112.00			
1,401	1,500	\$120.00	5,001	5,100	\$376.00
1,501	1,600	\$128.00	5,101	5,200	\$382.00
1,601	1,700	\$136.00	5,201	5,300	\$388.00
1,701	1,800	\$144.00	5,301	5,400	\$394.00
1,801	1,900	\$152.00	5,401	5,500	\$400.00
1,901	2,000	\$160.00	5,501	5,600	\$406.00
			5,601	5,700	\$412.00
<b>\$7.00 PER 100 SQUARE FEET</b>					
			5,701	5,800	\$418.00
			5,801	5,900	\$424.00
2,001	2,100	\$167.00	5,901	6,000	\$430.00
2,101	2,200	\$174.00	6,001	6,100	\$436.00
2,201	2,300	\$181.00	6,101	6,200	\$442.00
2,301	2,400	\$188.00	6,201	6,300	\$448.00
2,401	2,500	\$195.00	6,301	6,400	\$454.00
2,501	2,600	\$202.00	6,401	6,500	\$460.00
2,601	2,700	\$209.00	6,501	6,600	\$466.00
2,701	2,800	\$216.00	6,601	6,700	\$472.00
2,801	2,900	\$223.00	6,701	6,800	\$478.00
2,901	3,000	\$230.00	6,801	6,900	\$484.00
3,001	3,100	\$237.00	6,901	7,000	\$490.00
3,101	3,200	\$244.00	7,001	7,100	\$496.00
3,201	3,300	\$251.00	7,101	7,200	\$502.00
3,301	3,400	\$258.00	7,201	7,300	\$508.00
3,401	3,500	\$265.00	7,301	7,400	\$514.00
3,501	3,600	\$272.00	7,401	7,500	\$520.00
3,601	3,700	\$279.00	7,501	7,600	\$526.00
3,701	3,800	\$286.00	7,601	7,700	\$532.00
3,801	3,900	\$293.00	7,701	7,800	\$538.00
					<b>CONTINUE, WITHOUT LIMIT, AT A RATE OF \$6.00 PER 100 SQUARE FEET</b>

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK  
GROUP H - HIGH HAZARD**



**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**

<u>SQ. FEET</u>	<u>FEE</u>	<u>SQ. FEET</u>	<u>FEE</u>	<u>SQ. FEET</u>	<u>FEE</u>
<b>\$7.00 PER 100 SQUARE FEET</b>					
0	100	\$50.00	4,101	4,200	\$294.00
101	200	\$50.00	4,201	4,300	\$301.00
201	300	\$50.00	4,301	4,400	\$308.00
301	400	\$50.00	4,401	4,500	\$315.00
401	500	\$50.00	4,501	4,600	\$322.00
501	600	\$50.00	4,601	4,700	\$329.00
601	700	\$49.00	4,701	4,800	\$336.00
701	800	\$56.00	4,801	4,900	\$343.00
801	900	\$63.00	4,901	5,000	\$350.00
901	1,000	\$70.00			
1,001	1,100	\$77.00	<b>\$6.00 PER 100 SQ. FT.</b>		
1,101	1,200	\$84.00	5,001	5,100	\$356.00
1,201	1,300	\$91.00	5,101	5,200	\$362.00
1,301	1,400	\$98.00	5,201	5,300	\$368.00
1,401	1,500	\$105.00	5,301	5,400	\$374.00
1,501	1,600	\$112.00	5,401	5,500	\$380.00
1,601	1,700	\$119.00	5,501	5,600	\$386.00
1,701	1,800	\$126.00	5,601	5,700	\$392.00
1,801	1,900	\$133.00	5,701	5,800	\$398.00
1,901	2,000	\$140.00	5,801	5,900	\$404.00
2,001	2,100	\$147.00	5,901	6,000	\$410.00
2,101	2,200	\$154.00	6,001	6,100	\$416.00
2,201	2,300	\$161.00	6,101	6,200	\$422.00
2,301	2,400	\$168.00	6,201	6,300	\$428.00
2,401	2,500	\$175.00	6,301	6,400	\$434.00
2,501	2,600	\$182.00	6,401	6,500	\$440.00
2,601	2,700	\$189.00	6,501	6,600	\$446.00
2,701	2,800	\$196.00	6,601	6,700	\$452.00
2,801	2,900	\$203.00	6,701	6,800	\$458.00
2,901	3,000	\$210.00	6,801	6,900	\$464.00
3,001	3,100	\$217.00	6,901	7,000	\$470.00
3,101	3,200	\$224.00	7,001	7,100	\$476.00
3,201	3,300	\$231.00	7,101	7,200	\$482.00
3,301	3,400	\$238.00	7,201	7,300	\$488.00
3,401	3,500	\$245.00	7,301	7,400	\$494.00
3,501	3,600	\$252.00	7,401	7,500	\$500.00
3,601	3,700	\$259.00	7,501	7,600	\$506.00
3,701	3,800	\$266.00	7,601	7,700	\$512.00
3,801	3,900	\$273.00	7,701	7,800	\$518.00
3,901	4,000	\$280.00	7,801	7,900	\$524.00
4,001	4,100	\$287.00			
\$5.00 PER 100 SQ. FT.					
10,001	10,100	\$655.00			
10,101	10,200	\$660.00			
10,201	10,300	\$665.00			
10,301	10,400	\$670.00			
10,401	10,500	\$675.00			
10,501	10,600	\$680.00			
10,601	10,700	\$685.00			
10,701	10,800	\$690.00			
10,801	10,900	\$695.00			
10,901	11,000	\$700.00			
11,001	11,100	\$705.00			
11,101	11,200	\$710.00			
11,201	11,300	\$715.00			
11,301	11,400	\$720.00			
11,401	11,500	\$725.00			
11,501	11,600	\$730.00			
11,601	11,700	\$735.00			
CONTINUE, WITHOUT LIMIT, AT A RATE OF \$5.00 PER 100 SQUARE FEET					

BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK  
**(GROUP I - INSTITUTIONAL)**



**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**

SQ. FEET	FEE	SQ. FEET	FEE	SQ. FEET	FEE			
<b>\$10.00 PER 100 SQUARE FEET</b>								
0	100	\$50.00	3,301	3,400	\$302.00			
101	200	\$50.00	3,401	3,500	\$310.00			
201	300	\$50.00	3,501	3,600	\$318.00			
301	400	\$50.00	3,601	3,700	\$326.00			
401	500	\$50.00	3,701	3,800	\$334.00			
501	600	\$60.00	3,801	3,900	\$342.00			
601	700	\$70.00	3,901	4,000	\$350.00			
701	800	\$80.00	4,001	4,100	\$358.00			
801	900	\$90.00	4,101	4,200	\$366.00			
901	1,000	\$100.00	4,201	4,300	\$374.00			
			4,301	4,400	\$382.00			
			4,401	4,500	\$390.00			
			4,501	4,600	\$398.00			
			4,601	4,700	\$406.00			
			4,701	4,800	\$414.00			
1,001	1,100	\$109.00	4,801	4,900	\$422.00			
1,101	1,200	\$118.00	4,901	5,000	\$430.00			
1,201	1,300	\$127.00						
1,301	1,400	\$136.00	<b>\$6.00 PER 100 SQ. FT.</b>					
1,401	1,500	\$145.00	5,001	5,100	\$436.00			
1,501	1,600	\$154.00	5,101	5,200	\$442.00			
1,601	1,700	\$163.00	5,201	5,300	\$448.00			
1,701	1,800	\$172.00	5,301	5,400	\$454.00			
1,801	1,900	\$181.00	5,401	5,500	\$460.00			
1,901	2,000	\$190.00	5,501	5,600	\$466.00			
			5,601	5,700	\$472.00			
			5,701	5,800	\$478.00			
2,001	2,100	\$198.00	5,801	5,900	\$484.00			
2,101	2,200	\$206.00	5,901	6,000	\$490.00			
2,201	2,300	\$214.00	6,001	6,100	\$496.00			
2,301	2,400	\$222.00	6,101	6,200	\$502.00			
2,401	2,500	\$230.00	6,201	6,300	\$508.00			
2,501	2,600	\$238.00	6,301	6,400	\$514.00			
2,601	2,700	\$246.00	6,401	6,500	\$520.00			
2,701	2,800	\$254.00	6,501	6,600	\$526.00			
2,801	2,900	\$262.00	6,601	6,700	\$532.00			
2,901	3,000	\$270.00	6,701	6,800	\$538.00			
3,001	3,100	\$278.00	6,801	6,900	\$544.00			
3,101	3,200	\$286.00	6,901	7,000	\$550.00			
3,201	3,300	\$294.00	7,001	7,100	\$556.00			

CONTINUE, WITHOUT LIMIT,

AT A RATE OF \$6.00

PER 100 SQUARE FEET

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK  
GROUP S - STORAGE**

**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**



<u>SQ. FEET</u>	<u>Fee</u>	<u>SQ. FEET</u>	<u>Fee</u>	<u>SQ. FEET</u>	<u>Fee</u>
<b>\$7.00 PER 100 SQ. FT.</b>					
0	100	500		3,701	\$248.00
101	200	500		3,801	\$254.00
201	300	500		3,901	\$260.00
301	400	500		4,001	\$266.00
401	500	500		4,101	\$272.00
501	600	500		4,201	\$278.00
601	700	500		4,301	\$284.00
701	800	500		4,401	\$290.00
801	900	500		4,501	\$296.00
901	1000	500		4,601	\$302.00
1001	1100	500		4,701	\$308.00
1101	1200	500		4,801	\$314.00
1201	1300	500		4,901	\$320.00
1301	1400	500			
1401	1500	500			
1501	1600	500			
1601	1700	500			
1701	1800	500			
1801	1900	500			
1901	2000	500			
<b>\$6.00 PER 100 SQ. FT.</b>					
2,001	2,100	\$146.00		5,901	\$370.00
2,101	2,200	\$152.00		6,001	\$375.00
2,201	2,300	\$158.00		6,101	\$380.00
2,301	2,400	\$164.00		6,201	\$385.00
2,401	2,500	\$170.00		6,301	\$390.00
2,501	2,600	\$176.00		6,401	\$395.00
2,601	2,700	\$182.00		6,501	\$400.00
2,701	2,800	\$188.00		6,601	\$405.00
2,801	2,900	\$194.00		6,701	\$410.00
2,901	3,000	\$200.00		6,801	\$415.00
3,001	3,100	\$206.00		6,901	\$420.00
3,101	3,200	\$212.00		7,001	\$425.00
3,201	3,300	\$218.00		7,101	\$430.00
3,301	3,400	\$224.00		7,201	\$435.00
3,401	3,500	\$230.00		7,301	\$440.00
3,501	3,600	\$236.00		7,401	\$445.00
3,601	3,700	\$242.00		7,501	\$450.00
<b>\$4.00 PER 100 SQ. FT.</b>					
10,001	10,100	\$574.00			
10,101	10,200	\$578.00			
10,201	10,300	\$582.00			
10,301	10,400	\$586.00			
10,401	10,500	\$590.00			
10,501	10,600	\$594.00			
10,601	10,700	\$598.00			
10,701	10,800	\$602.00			
10,801	10,900	\$606.00			
10,901	11,000	\$610.00			
11,001	11,100	\$614.00			
11,101	11,200	\$618.00			
11,201	11,300	\$622.00			
11,301	11,400	\$626.00			
11,401	11,500	\$630.00			

CONTINUE, WITHOUT LIMIT,

AT A RATE OF \$4.00

PER 100 SQUARE FEET

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK**  
**GROUP T - TEMPORARY, MISC., ALTERATIONS, REPAIR,**  
**ADDITIONS, INSTALLATION, AND COMMERCIAL INTERIOR (ATTACHED)**



**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**

VALUATION	CITY FEE	VALUATION	CITY FEE	VALUATION	CITY FEE
<b>\$11.00 per \$1000 VALUE</b>					
\$0	\$1,000	\$50.00	\$33,001	\$34,000	\$215.00
\$1,001	\$2,000	\$50.00	\$34,001	\$35,000	\$220.00
\$2,001	\$3,000	\$50.00	\$35,001	\$36,000	\$225.00
\$3,001	\$4,000	\$50.00	\$36,001	\$37,000	\$230.00
\$4,001	\$5,000	\$55.00	\$37,001	\$38,000	\$235.00
			\$38,001	\$39,000	\$240.00
			\$39,001	\$40,000	\$245.00
			\$40,001	\$41,000	\$250.00
<b>\$6.00 PER \$1000 VALUE</b>					
\$5,001	\$6,000	\$61.00	\$41,001	\$42,000	\$255.00
\$6,001	\$7,000	\$67.00	\$42,001	\$43,000	\$260.00
\$7,001	\$8,000	\$73.00	\$43,001	\$44,000	\$265.00
\$8,001	\$9,000	\$79.00	\$44,001	\$45,000	\$270.00
\$9,001	\$10,000	\$85.00	\$45,001	\$46,000	\$275.00
\$10,001	\$11,000	\$91.00	\$46,001	\$47,000	\$280.00
\$11,001	\$12,000	\$97.00	\$47,001	\$48,000	\$285.00
\$12,001	\$13,000	\$103.00	\$48,001	\$49,000	\$290.00
\$13,001	\$14,000	\$109.00	\$49,001	\$50,000	\$295.00
\$14,001	\$15,000	\$115.00	\$50,001	\$51,000	\$300.00
\$15,001	\$16,000	\$121.00	\$51,001	\$52,000	\$305.00
\$16,001	\$17,000	\$127.00	\$52,001	\$53,000	\$310.00
\$17,001	\$18,000	\$133.00	\$53,001	\$54,000	\$315.00
\$18,001	\$19,000	\$139.00	\$54,001	\$55,000	\$320.00
\$19,001	\$20,000	\$145.00	\$55,001	\$56,000	\$325.00
			\$56,001	\$57,000	\$330.00
			\$57,001	\$58,000	\$335.00
			\$58,001	\$59,000	\$340.00
<b>\$5.00 per \$1000 VALUE</b>					
\$20,001	\$21,000	\$150.00	\$59,001	\$60,000	\$345.00
\$21,001	\$22,000	\$155.00	\$60,001	\$61,000	\$350.00
\$22,001	\$23,000	\$160.00	\$61,001	\$62,000	\$355.00
\$23,001	\$24,000	\$165.00	\$62,001	\$63,000	\$360.00
\$24,001	\$25,000	\$170.00	\$63,001	\$64,000	\$365.00
\$25,001	\$26,000	\$175.00	\$64,001	\$65,000	\$370.00
\$26,001	\$27,000	\$180.00	\$65,001	\$66,000	\$375.00
\$27,001	\$28,000	\$185.00	\$66,001	\$67,000	\$380.00
\$28,001	\$29,000	\$190.00	\$67,001	\$68,000	\$385.00
\$29,001	\$30,000	\$195.00	\$68,001	\$69,000	\$390.00
\$30,001	\$31,000	\$200.00	\$69,001	\$70,000	\$395.00
\$31,001	\$32,000	\$205.00	\$70,001	\$71,000	\$400.00
\$32,001	\$33,000	\$210.00	\$71,001	\$72,000	\$405.00
			\$72,001	\$73,000	\$410.00
			\$73,001	\$74,000	\$415.00

continued next page

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK**  
**GROUP T - TEMPORARY, MISC., ALTERATIONS, REPAIR,**  
**ADDITIONS, INSTALLATION, AND COMMERCIAL INTERIOR (ATTACHED)**  
**continued**

**MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY**



VALUATION	CITY FEE
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\$4.00 per \$1000 VALUE

\$100,001	\$101,000	\$549.00	\$139,001	140,000	\$705.00	178,001	179,000	\$861.00
\$101,001	102,000	\$553.00	\$140,001	141,000	\$709.00	179,001	180,000	\$865.00
\$102,001	103,000	\$557.00	\$141,001	142,000	\$713.00	180,001	181,000	\$869.00
\$103,001	104,000	\$561.00	\$142,001	143,000	\$717.00	181,001	182,000	\$873.00
\$104,001	105,000	\$565.00	\$143,001	144,000	\$721.00	182,001	183,000	\$877.00
\$105,001	106,000	\$569.00	\$144,001	145,000	\$725.00	183,001	184,000	\$881.00
\$106,001	107,000	\$573.00	\$145,001	146,000	\$729.00	184,001	185,000	\$885.00
\$107,001	108,000	\$577.00	\$146,001	147,000	\$733.00	185,001	186,000	\$889.00
\$108,001	109,000	\$581.00	\$147,001	148,000	\$737.00	186,001	187,000	\$893.00
\$109,001	110,000	\$585.00	\$148,001	149,000	\$741.00	187,001	188,000	\$897.00
\$110,001	111,000	\$589.00	\$149,001	150,000	\$745.00	188,001	189,000	\$901.00
\$111,001	112,000	\$593.00	\$150,001	151,000	\$749.00	189,001	190,000	\$905.00
\$112,001	113,000	\$597.00	\$151,001	152,000	\$753.00	190,001	191,000	\$909.00
\$113,001	114,000	\$601.00	\$152,001	153,000	\$757.00	191,001	192,000	\$913.00
\$114,001	115,000	\$605.00	\$153,001	154,000	\$761.00	192,001	193,000	\$917.00
\$115,001	116,000	\$609.00	\$154,001	155,000	\$765.00	193,001	194,000	\$921.00
\$116,001	117,000	\$613.00	\$155,001	156,000	\$769.00	194,001	195,000	\$925.00
\$117,001	118,000	\$617.00	\$156,001	157,000	\$773.00	195,001	196,000	\$929.00
\$118,001	119,000	\$621.00	\$157,001	158,000	\$777.00	196,001	197,000	\$933.00
\$119,001	120,000	\$625.00	\$158,001	159,000	\$781.00	197,001	198,000	\$937.00
\$120,001	121,000	\$629.00	\$159,001	160,000	\$785.00	198,001	199,000	\$941.00
\$121,001	122,000	\$633.00	\$160,001	161,000	\$789.00	199,001	200,000	\$945.00
\$122,001	123,000	\$637.00	\$161,001	162,000	\$793.00	200,001	201,000	\$949.00
\$123,001	124,000	\$641.00	\$162,001	163,000	\$797.00	201,001	202,000	\$953.00
\$124,001	125,000	\$645.00	\$163,001	164,000	\$801.00	202,001	203,000	\$957.00
\$125,001	126,000	\$649.00	\$164,001	165,000	\$805.00	203,001	204,000	\$961.00
\$126,001	127,000	\$653.00	\$165,001	166,000	\$809.00	204,001	205,000	\$965.00
\$127,001	128,000	\$657.00	\$166,001	167,000	\$813.00	205,001	206,000	\$969.00
\$128,001	129,000	\$661.00	\$167,001	168,000	\$817.00	206,001	207,000	\$973.00
\$129,001	130,000	\$665.00	\$168,001	169,000	\$821.00	207,001	208,000	\$977.00
\$130,001	131,000	\$669.00	\$169,001	170,000	\$825.00	208,001	209,000	\$981.00
\$131,001	132,000	\$673.00	\$170,001	171,000	\$829.00	209,001	210,000	\$985.00
\$132,001	133,000	\$677.00	\$171,001	172,000	\$833.00	210,001	211,000	\$989.00
\$133,001	134,000	\$681.00	\$172,001	173,000	\$837.00	211,001	212,000	\$993.00
\$134,001	135,000	\$685.00	\$173,001	174,000	\$841.00	212,001	213,000	\$997.00
\$135,001	136,000	\$689.00	\$174,001	175,000	\$845.00	213,001	214,000	\$1,001.00
\$136,001	137,000	\$693.00	\$175,001	176,000	\$849.00	214,001	215,000	\$1,005.00
\$137,001	138,000	\$697.00	\$176,001	177,000	\$853.00	215,001	216,000	\$1,009.00
\$138,001	139,000	\$701.00	\$177,001	178,000	\$857.00	216,001	217,000	\$1,013.00

BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK  
**GROUP T - TEMPORARY, MISC., ALTERATIONS, REPAIR,  
 ADDITIONS, INSTALLATION, AND COMMERCIAL INTERIOR (ATTACHED)**  
**continued**

MINIMUM FEE CHARGE IS \$50.00 ADD %1.75 STATE LEVY



VALUATION	CITY FEE
\$4.00 per \$1000 VALUE	

217,001	=	218,000	\$1,017.00
218,001	=	219,000	\$1,021.00
219,001	=	220,000	\$1,025.00
220,001	=	221,000	\$1,029.00
221,001	=	222,000	\$1,033.00
222,001	=	223,000	\$1,037.00
223,001	=	224,000	\$1,041.00
224,001	=	225,000	\$1,045.00
225,001	=	226,000	\$1,049.00
226,001	=	227,000	\$1,053.00
227,001	=	228,000	\$1,057.00
228,001	=	229,000	\$1,061.00
229,001	=	230,000	\$1,065.00
230,001	=	231,000	\$1,069.00
231,001	=	232,000	\$1,073.00
232,001	=	233,000	\$1,077.00
233,001	=	234,000	\$1,081.00
234,001	=	235,000	\$1,085.00
235,001	=	236,000	\$1,089.00
236,001	=	237,000	\$1,093.00
237,001	=	238,000	\$1,097.00
238,001	=	239,000	\$1,101.00
239,001	=	240,000	\$1,105.00
240,001	=	241,000	\$1,109.00
241,001	=	242,000	\$1,113.00
242,001	=	243,000	\$1,117.00
243,001	=	244,000	\$1,121.00
244,001	=	245,000	\$1,125.00
245,001	=	246,000	\$1,129.00
246,001	=	247,000	\$1,133.00
247,001	=	248,000	\$1,137.00
248,001	=	249,000	\$1,141.00
249,001	=	250,000	\$1,145.00

CONTINUE AT A RATE OF \$4.00 PER \$1000 VALUE UP TO \$250,000  
OVER \$250,000 SEE APPROPRIATE USE GROUP CATEGORY

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE APPROVING NEW POSITIONS,  
RECLASSIFICATIONS TO POSITIONS, AND REVISED JOB  
DESCRIPTIONS REGARDING THE FY 2010-2011 OPERATING AND  
CAPITAL BUDGET AND THE CITY'S FY 2010-2011 CLASSIFICATION  
AND COMPENSATION PLAN**

WHEREAS, the City Council has determined that the performance of City government will be enhanced by the amendment of job descriptions within the City's Compensation Plan; and

WHEREAS, pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve new positions, and pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve reassignments of existing positions to higher or lower pay grades, significant revisions to job descriptions, and new job descriptions; and

WHEREAS, the City Manager is requesting that new positions be approved in the FY 2010-2011 Operating and Capital Budget; and

WHEREAS, the City Manager is requesting that several existing positions be reassigned to a higher or lower pay grade in the FY 2010-2011 Operating and Capital Budget; and

WHEREAS, the City Manager is requesting the revision of certain job descriptions as a part of the FY 2010-2011 Operating and Capital Budget and the City's Compensation Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that:

1. The job descriptions for new positions and revisions to existing positions of Assistant Chief Information Officer, Assistant Director of Economic Development, Assistant Right of Way Agent, Business Tax Investigator, Director of Human Resources, GIS Technician, LAN Administrator, Litter Control Coordinator, Network Coordinator, Training Manager, Volunteer Coordinator, which are attached as part of this Ordinance, be, and are hereby, approved as part of the FY 2010-2011 Classification and Compensation Plan.
2. The new job description and pay grade assignment for the position of Chief Information Officer, which is attached as part of this Ordinance, be, and is hereby, approved as part of the FY 2010-2011 Classification and Compensation Plan.

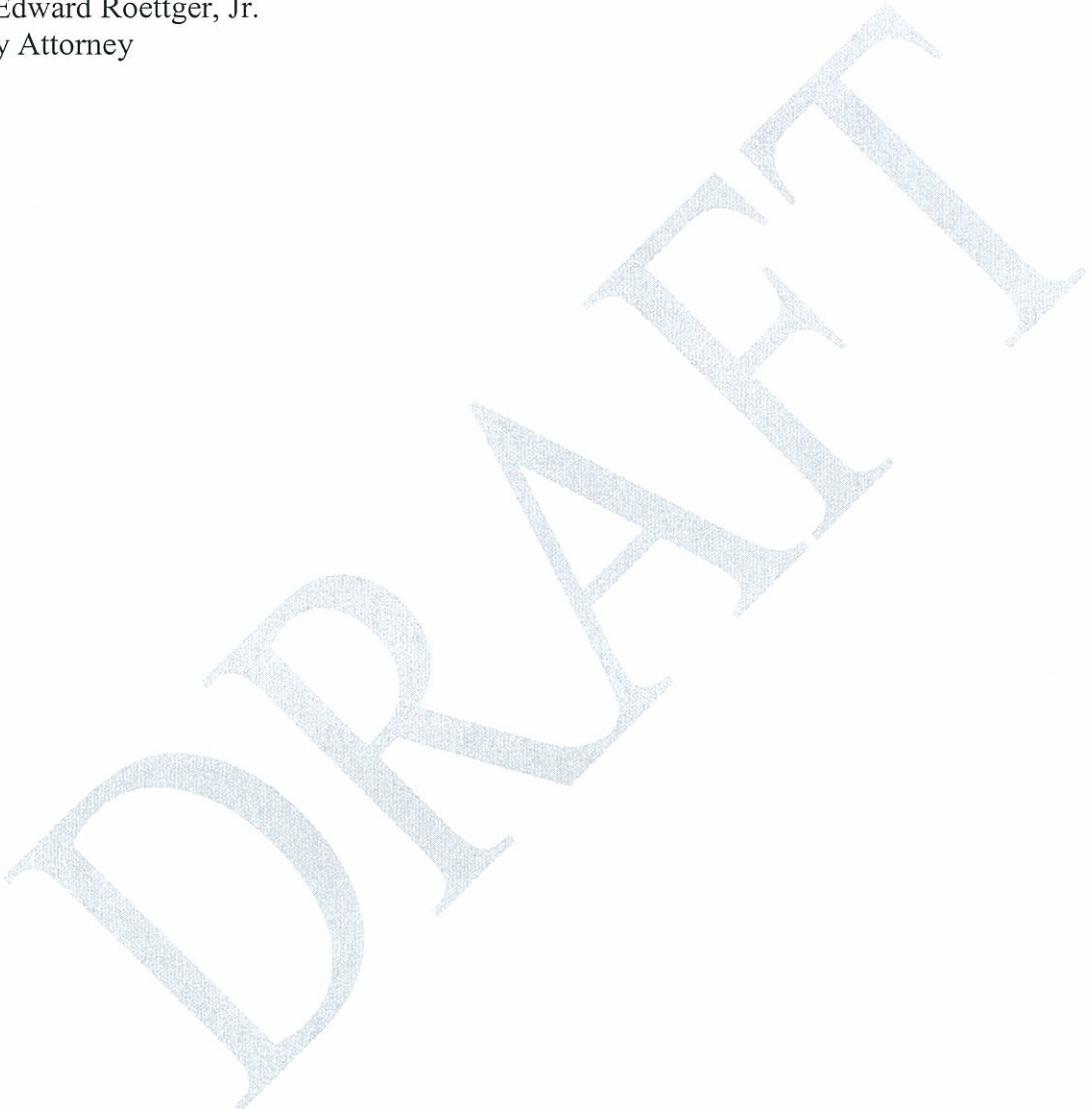
This Ordinance shall be effective on July 1, 2010, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2010-2011 Operating and Capital Budget being approved, and shall not be published.

READ AND PASSED: \_\_\_\_\_

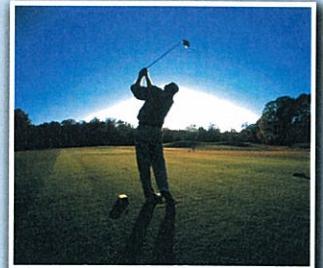
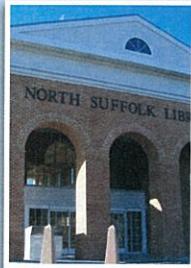
TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to Form:

C. Edward Roettger, Jr.  
City Attorney

A large, faint, stylized signature of "C. Edward Roettger, Jr." is positioned over the bottom half of the document. The signature is composed of thick, light blue-grey strokes that form the letters "C", "E", "D", "R", and "O". The "C" is a large, open loop on the left. The "E" is tall and narrow with a crossbar. The "D" is a wide, rounded shape. The "R" is a vertical, slanted rectangle with a crossbar. The "O" is a simple circle.

*It's a good time to be in Suffolk*



CITY OF SUFFOLK  
DEPARTMENT OF BUDGET  
& STRATEGIC PLANNING

441 MARKET STREET  
SUFFOLK, VIRGINIA 23434  
(757) 514-4004

[www.Suffolk.va.us](http://www.Suffolk.va.us)